

Emergency Operations Plan

Montgomery County, Maryland



**Final
November 2013**



Office of Emergency Management & Homeland Security



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Forward

This document is a result of the collaborative efforts between the Montgomery County Office of Emergency Management and Homeland Security (OEMHS) and the many other County departments and agencies and municipalities representatives constituting the Emergency Management Group (EMG) that have assigned emergency roles and responsibilities. The final plan incorporates comments and suggestions received from a variety of stakeholders including many cooperating agencies and organizations that provide critical support to the County during times of disaster.

The Maryland Emergency Management Agency (MEMA) Act, Annotated Code of Maryland, Public Safety Article, § 14-101, et. seq. as amended, requires each political subdivision to establish a local organization for the Office of Emergency Management, in accordance with the State disaster preparedness plan and program.

Public Safety Article, § 14-101, et. seq. of the Annotated Code of Maryland requires each County: to maintain an organization for the Office of Emergency Management; to have a Director appointed by the Governor, upon the recommendation of the County Executive; to develop and maintain a plan for disaster preparedness; and to conduct disaster operations within its borders.

This plan fulfills the State of Maryland's requirement for each city and County to prepare and keep current plans to respond to disasters or large-scale emergencies. It also incorporates the National Incident Management System (NIMS) as the County standard for emergency response operations, as adopted by Montgomery County.

This plan establishes the overall roles and responsibilities for emergency operations, as well as the concept of operations for the county. It organizes the county departments and agencies into sixteen Emergency Support Functions (ESFs) to facilitate planning and coordination to achieve an effective emergency response. It is intended to be used in conjunction with established operational procedures, plans, and protocols.

Users of this document are encouraged to recommend changes that will improve the clarity and use of this plan.

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Submitted by: Christopher Voss, Manager, Office of Emergency Management
and Homeland Security

Questions or comments concerning this document should be directed to:

Office of Emergency Management and Homeland Security

100 Edison Park Drive

Suite 1S31

Gaithersburg, Maryland 20878

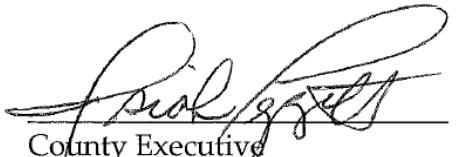
Tel: 240-777-2200

mchomelandsecurity@montgomerycountymd.gov

Letter of Promulgation

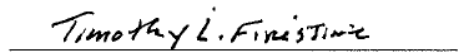
Chapter 2 of the Montgomery County Code, 1994, as amended, provides the authority of the County Executive to plan for, and direct the use of, county personnel and resources, and to request assistance from other organizations as necessary for the welfare and benefit of the citizens of the county in a time of public emergency. In order to carry out these emergency responsibilities, the following Emergency Operations Plan for Montgomery County and its EMG is hereby promulgated.

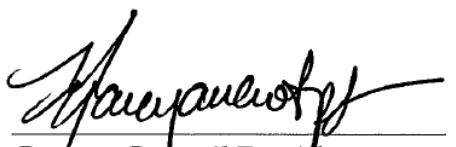
Approved:



County Executive
Montgomery County, Maryland

Concur:



Chief Administrative Officer
Montgomery County, Maryland

County Council President
Montgomery County, Maryland

Letter of Agreement

The Montgomery County Emergency Operations Plan (EOP or the plan) is a multidiscipline, all-hazards plan that establishes a single, comprehensive framework for the management of major emergencies and disasters within the county. The plan is implemented when it becomes necessary to mobilize the resources of county departments and agencies as the Emergency Management Group (EMG) to save lives, and protect property and infrastructure. The plan assigns major roles and responsibilities to departments and agencies.

Agreement to EOP represents a major commitment by department and agency leadership.

By signing this letter of agreement, the County departments and agencies agree to:

1. Provide leadership for the Emergency Support Function(s) (ESFs) in which the department or agency is identified as a primary agency to include support agency coordination in planning, training, exercising, and responding to emergencies.
2. Perform assigned EMG roles and responsibilities identified in this plan.
3. Implement the EOP concepts, processes, and structures when carrying out their assigned roles and functional responsibilities.
4. Conduct operations in accordance with the National Incident Management System (NIMS), Incident Command System (ICS), applicable Homeland Security Directives, and the National Response Framework (NRF).
5. Conduct planning and preparedness activities designed to prepare department, agency and municipal staff functioning as the EMG to accomplish assigned emergency response responsibilities.
6. Comply with Title II of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Use Chapter 7 of the *ADA Best Practices Tool Kit for State and Local Government* (ADA Toolkit) and the Federal Emergency Management Administration's *Functional Needs Support Services in General Population Shelters* (FNSS) as best practices.
7. Develop and maintain supporting plans, operational procedures, functional annexes (lead agencies), and checklists to accomplish assigned EMG responsibilities.
8. Maintain all related financial records related to emergency operations for declared emergencies in accordance with standard operating policies and

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procedures and in accordance with guidance from the Finance Department, Office of Emergency Management and Homeland Security (OEMHS) and other applicable county procedures.

9. Establish, maintain, and exercise emergency notification procedures.
10. Develop and maintain an inventory of agency/department resources applicable to accomplishing assigned emergency functions.
11. Provide qualified department and agencies representatives to serve as the EMG in the Emergency Operations Center (EOC) when activated.
12. Participate in approved drills, tests, and exercises.
13. Maintain an agency-specific Continuity of Operations (COOP) Plan.
14. Ensure that the EMG maintains a three-tier (or greater) line of succession for the agency/department's senior position with authority to make decisions for committing organizational resources when the EOC is activated.
15. Safeguard vital records including computer digital data at all times.
16. Where appropriate, establish stand-by contracts for services, equipment, and other resources with private industry.
17. In cooperation with OEMHS, establish mutual aid agreements to maintain liaison with surrounding municipal, county, and military counterparts as appropriate.
18. Periodically review all emergency plans, policies, and procedures.
19. Familiarize and train all personnel with their emergency responsibilities and procedures on a regular basis.
20. Coordinate resolution of after-action issues assigned through the county Corrective Action Program (CAP) and as a result of internal department and agency reviews.

Signatories



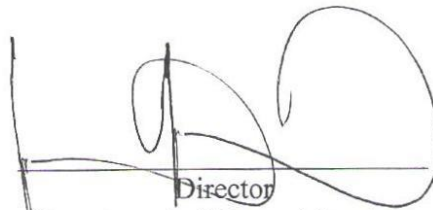
Director
Department of Transportation



Manager
Office of Emergency Management and
Homeland Security

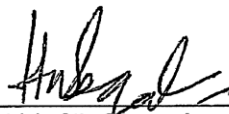


Director
Department of Environmental Protection



Director
Department of General Services

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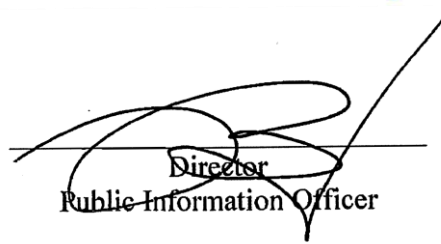
Chief Information Officer
Department of Technology Services



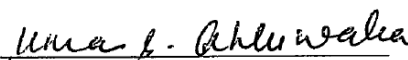
Chief
Department of Police



Chief
Fire and Rescue Services



Director
Public Information Officer



Director
Department of Health and Human Services

Executive Summary

The Montgomery County Emergency Operations Plan (EOP) is a multi-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of major emergencies and disasters within the county. The plan is implemented by the Emergency Management Group (EMG) when it becomes necessary to mobilize the resources identified herein in order to save lives, and protect property and infrastructure. The EOP incorporates the National Incident Management System (NIMS) as the county standard for incident management and reflects other changes resulting from the adoption of the National Response Framework in 2008. The plan also has been developed to be in compliance with the Emergency Management Accreditation Program (EMAP) standards.

The EOP assigns roles and responsibilities to county departments, agencies and municipalities mobilized as the EMG for use during pre-planned events and in response to disasters and emergencies. The EOP is not intended as a standalone document but rather establishes the basis for more detailed planning by the individual departments and agencies. The EOP is intended to be used in conjunction with more detailed department and agency plans and operating procedures.

The successful implementation of the plan is contingent upon a collaborative approach with a wide range of cooperating organizations that provide crucial and critical support as the EMG during emergency operations. The plan recognizes the significant role cooperating organizations perform during times of emergencies and disasters and their roles and responsibilities are also included in the plan. Separate memoranda of understanding will be established and maintained with each of these organizations.

The EOP is organized into four sections. Section One is the Base Plan and includes the federal, state, and county authorities and other references that provide the basis for this plan. This section establishes the planning assumptions for the plan and defines the emergency management roles and responsibilities for County Executive, the County Council, the Chief Administrative Officer (CAO), departments and agencies, and cooperating organizations. Section One also contains background information on Montgomery County including demographic data, a description of the county, and a summary of major transportation features.

The core of Section One is the concept of operations subsection that describes how the county will prepare for, respond to and recover from a major incident. The CAO, as the

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duly appointed Emergency Management Director, has overall responsibility for response and recovery operations. Within the EOP delegations of authority to on-scene commanders, the manager for emergency management and department and agency directors are clearly defined. The Incident Command System (ICS) is established as the county standard for conducting incident response. Based upon the scope and magnitude of the incident, the EOC may be activated to serve as the multi-agency support and coordination facility. The EMG will coordinate all requests for resources needed from other local, state and federal sources from outside the County that are not covered by existing automatic mutual aid/mutual assistance agreements. The EOC (or OEMHS when the EOC is not activated) will also serve as the coordination point with MEMA in order to access Maryland, other states and federal assistance.

Section Two includes the emergency support function (ESF) annexes that will address common emergency support function processes such as mass care and sheltering (ESF #6), communications (ESF #2), and health and medical services (ESF #8). The annexes define the mission and scope of each function as well as a brief concept of operations. These annexes also identify specific department and agency roles and responsibilities related to the ESF. Supporting data and references to other plans and operating procedures are included as appropriate.

Section Three includes incident specific annexes that address potential major hazards in Montgomery County as identified in the Montgomery County Hazard Identification and Risk Assessment (HIRA).

Section Four includes functional annexes that address common functional processes such as damage assessment and training and exercises.

ESF Titles, Incident Specific and Functional Annexes	Primary Agency
ESF#1- Transportation	Department of Transportation
ESF#2- Communications	Technology Services
ESF#3- Public Works and Engineering	Department of Environmental Protection
ESF#4- Firefighting	Fire and Rescue Services
ESF#5- Emergency Management	Office of Emergency Management and Homeland Security
ESF#6- Mass Care, Emergency Assistance, Housing and Human Services	Department of Health and Human Services
ESF#7- Logistics Management and Resource Support	Department of General Services
ESF#8- Public Health and Medical	Department of Health and Human Services

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ESF#9- Urban Search and Rescue	Fire and Rescue Services
ESF#10- Oil and Hazardous Materials Response	Fire and Rescue Services
ESF#11- Agriculture and Natural Resources	Department of Health and Human Services
ESF#12- Energy	Department of General Services
ESF#13- Public Safety and Security	Montgomery County Police Department
ESF#14- Long-Term Community Recovery	Office of Emergency Management and Homeland Security
ESF#15- External Affairs	Public Information Office
ESF#16- Volunteer and Donations Management	Office of Emergency Management and Homeland Security
Severe Weather Incident	Office of Emergency Management and Homeland Security
Dam Failure Incident	Office of Emergency Management and Homeland Security
Mass Fatality Incident	Montgomery County Police Department or Department of Health and Human Services
Terrorism Incident	Montgomery County Police Department
Biological Incident	Department of Health and Human Services
Nuclear and Radiological Incident	Fire and Rescue Services
Animal Protection	Montgomery County Police Department, Animal Services Division
Damage Assessment	Department of Permitting Services
Training and Exercises	Office of Emergency Management and Homeland Security

Plan Maintenance

The Montgomery County Office of Emergency Management and Homeland Security (OEMHS) is responsible for developing, maintaining, and distributing the Montgomery County Emergency Operations Plan (EOP). The plan will be reviewed periodically as required to incorporate new state, federal, and regional guidelines or directives and/or to improve operations or address significant operational issues. Changes will include additions of new or supplementary material or deletions of outdated information. No proposed change should contradict or override authorities or other plans contained in statute or regulation. All requests for changes will be submitted to the OEMHS for coordination, recommendation for approval, and distribution.

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Primary departments and agencies are responsible for maintaining and updating their assigned functional annexes. Annexes should be reviewed annually. Proposed changes or updates to the annexes will be coordinated with all other support departments or agencies prior to submission to OEMHS.

Any department or agency may propose and develop a change to the EOP and is encouraged to do so. Proposed changes to the EOP by a department or agency must be submitted in writing as approved by respective department or agency head.

The Office of Emergency Management and Homeland Security is responsible for the annual review and update of the EOP. The annual update is submitted to the County Executive and County Council for review and approval.

Notices of Change

Notices of Change will be prepared and distributed by the Office of Emergency Management and Homeland Security (OEMHS). The notice of change will include the effective date, the change number, subject, purpose, and action required by the departments and agencies. The notice of change will include revised pages for replacement within the Emergency Operations Plan (EOP).

Upon publication, the change will be considered as part of the EOP. The following table provides the changes in this revision of the EOP.

Change Number	Date of Change	By	Summary of Change
1	October 2012	MCOEMHS	Revised Forward
2	October 2012	MCOEMHS	Revised Letter of Agreement
3	October 2012	MCOEMHS	Revised Executive Summary
4	October 2012	MCOEMHS	Revised Plan Maintenance
5	October 2012	MCOEMHS	Revised Plan Distribution
5	October 2012	MCOEMHS	Revised section I. Introduction, A. Purpose to include language on Whole Community and the Emergency Management Group (EMG)
6	October 2012	MCOEMHS	Revised section I. Introduction, B. Scope and Applicability to include language on Whole Community and the EMG
7	October 2012	MCOEMHS	Updated I. Introduction, C. Authorities to include the Americans with Disability Act
8	October 2012	MCOEMHS	Added section I. Introduction, D. Mission

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9	October 2012	MCOEMHS	Revised and Renamed section I Introduction, E. County Planning Vision, Goals, and Objectives to section I Introduction, E. Vision, Goals, and Objectives
10	October 2012	MCOEMHS	Added section I Introduction, F. Funding Sources and Budget for Emergency Operations
11	October 2012	MCOEMHS	Added section I Introduction, Occupational Health
12	October 2012	MCOEMHS	Revised and Updated I. Introduction, H. References to include the Americans with Disability Act
13	October 2012	MCOEMHS	Revised section II. Situation and Risk Assessment to include current county demographics and information from the latest County Hazard Identification and Risk Assessment
14	October 2012	MCOEMHS	Reorganized and Revised section III. Planning Assumptions
15	October 2012	MCOEMHS	Revised section III. Planning Assumptions to include language on functional needs
16	October 2012	MCOEMHS	Revised and Renamed section IV. Emergency Operations Plan Implementation, Emergency Operations Center Activation, and Emergency Notifications, A. Implementation of the EOP and Activation of the EOC to section IV. Emergency Operations Plan Implementation, Emergency Operations Center Activation, and Emergency Notifications, A. Implementation of the Emergency Operations Plan (EOP) through the Emergency Management Group (EMG) and Activation of the Emergency Operations Center (EOC)
17	October 2012	MCOEMHS	Reformatted EOC Activation levels in section IV. Emergency Operations Plan Implementation, Emergency Operations Center Activation, and Emergency Notifications, A. Implementation of the EOP and Activation of the EOC, Table 2 Montgomery County EOC Activation Levels
18	October 2012	MCOEMHS	Revised IV. Emergency Operations Plan Implementation, Emergency Operations Center Activation, and Emergency Notifications, C. External Notifications and Warnings
19	October 2012	MCOEMHS	Revised section V. Emergency Roles and Coordination Responsibilities, A. County Executive
20	October 2012	MCOEMHS	Revised section V. Emergency Roles and Coordination Responsibilities, B. Montgomery

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County Council			
21	October 2012	MCOEMHS	Revised section V. Emergency Roles and Coordination Responsibilities, C. Chief Administrative Officer
22	October 2012	MCOEMHS	Revised section V. Emergency Roles and Coordination Responsibilities, D. Assistant Chief Administrative Officer
23	October 2012	MCOEMHS	Revised section V. Emergency Roles and Coordination Responsibilities, E. Manager, Office of Emergency Management and Homeland Security
24	October 2012	MCOEMHS	Added table 4. <i>Primary, Support, and Cooperating Agencies by Emergency Support Function, Functional Annex and Incident Annex</i> to section V. Emergency Roles and Coordination Responsibilities
25	October 2012	MCOEMHS	Reformatted, revised and renamed section V. Emergency Roles and Coordination Responsibilities, F. County Departments and Agencies to V. Emergency Roles and Coordination Responsibilities, Table 5. Roles and Responsibilities During Emergency Operations by County Agency and V. Emergency Roles and Coordination Responsibilities, Table 6. Roles and Responsibilities During Emergency Operations by Cooperating Organizations
26	October 2012	MCOEMHS	Reformatted, revised and renamed section V. Emergency Roles and Coordination Responsibilities, G. State of Maryland to V. Emergency Roles and Coordination Responsibilities, Table 7. Roles and Responsibilities During Emergency Operations by State Agencies
27	October 2012	MCOEMHS	Reformatted, revised and renamed section V. Emergency Roles and Coordination Responsibilities, H. Regional to V. Emergency Roles and Coordination Responsibilities, Table 8. Roles and Responsibilities During Emergency Operations by Regional Entities
28	October 2012	MCOEMHS	Reformatted, revised and renamed section V. Emergency Roles and Coordination Responsibilities, I. Federal Partners to V. Emergency Roles and Coordination Responsibilities, Table 9. Roles and Responsibilities During Emergency Operations

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			by Federal Partners
29	October 2012	MCOEMHS	Reformatted and section VI. Emergency Declarations, E. Federal Emergency and Major Disaster Declarations to include VI. Emergency Declarations, E. Federal Emergency and Major Disaster Declarations, Table 10. Types of Federal Disaster Assistance
30	October 2012	MCOEMHS	Revised section VI. Emergency Declarations, G. The Declaration Process to include public health emergencies
31	October 2012	MCOEMHS	Revised section VII. Concept of Operations, A. Introduction to include language on Whole Community and ADA
32	October 2012	MCOEMHS	Revised section VII. Concept of Operations, B. Delegations of Authority
33	October 2012	MCOEMHS	Revised and Renamed section VII. Concept of Operations, D. Emergency Support Functions (ESFs) Table 2. Montgomery County ESFs to VII. Concept of Operations, D. Emergency Support Functions (ESFs), Table 11. Montgomery County Emergency Support Functions
34	October 2012	MCOEMHS	Revised section VII. Concept of Operations, E. Emergency Operations Center (EOC)
35	October 2012	MCOEMHS	Renumbered section VII. Concept of Operations, E. Emergency Operations Center (EOC), Figure 2. Emergency Operations Center Support Group Organization Structure to VII. Concept of Operations, E. Emergency Operations Center (EOC), Figure 3. Emergency Operations Center Support Group Organization Structure
36	October 2012	MCOEMHS	Added section VII. Concept of Operations, H. Continuity of Government (COG)
37	October 2012	MCOEMHS	Changed section VII. Concept of Operations, H. Phases of Response Operations to VII Concept of Operations, I. Phases of Response Operations
38	October 2012	MCOEMHS	Changed section VII. Concept of Operations, I. Resource Ordering and Management to VII. Concept of Operations, J. Resource Ordering and Management
39	October 2012	MCOEMHS	Revised section VII. Concept of Operations, J. Resource Ordering and Management
40	October 2012	MCOEMHS	Renumbered section VII. Concept of Operations, J. Resource Ordering and Management, Figure 3. Resource Assistance Process to VII. Concept of Operations, J. Resource Ordering and

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			Management, Figure 4. Resource Assistance Process
41	October 2012	MCOEMHS	Revised and changed section VII. Concept of Operations, J. Evacuations to VII. Concept of Operations, K. Evacuations
42	October 2012	MCOEMHS	Renamed and revised section VII. Concept of Operations, K. Medical and Social Needs to VII. Concept of Operations, L. Functional and Access Needs
43	October 2012	MCOEMHS	Changed section VII. Concept of Operations, L. Transition to Recovery to VII. Concept of Operations, M. Transition to Recovery
44	October 2012	MCOEMHS	Updated section VIII. Acronyms
45	October 2012	MCOEMHS	Added ESF Mission to ESFs 1-16
46	October 2012	MCOEMHS	Added Roles and Responsibilities/All Agencies to ESFs 1-16
47	October 2012	MCOEMHS	Revised ESF #2 Communications, Support Agencies
48	October 2012	MCOEMHS	Revised ESF #3 Public Works and Engineering Annex, Assumptions
49	October 2012	MCOEMHS	Revised ESF #5 Emergency Management Annex, Support Agencies
50	October 2012	MCOEMHS	Revised ESF #5 Emergency Management Annex, Scope
51	October 2012	MCOEMHS	Revised ESF #5 Emergency Management Annex, Assumptions
52	October 2012	MCOEMHS	Revised ESF #5 Emergency Management Annex, References
53	October 2012	MCOEMHS	Revised ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services, Support Agencies
54	October 2012	MCOEMHS	Revised ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services, Definitions
55	October 2012	MCOEMHS	Revised ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services, Assumptions
56	October 2012	MCOEMHS	Revised ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services, Policies
57	October 2012	MCOEMHS	Revised ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services, Concept of Operations
58	October 2012	MCOEMHS	Revised ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services,

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			References
59	October 2012	MCOEMHS	Revised ESF #8 Public Health and Medical Services, Support Agencies and Roles and Responsibilities
60	October 2012	MCOEMHS	Revised ESF #8 Public Health and Medical Services, Assumptions
61	October 2012	MCOEMHS	Revised ESF #8 Public Health and Medical Services, Concept of Operations
62	October 2012	MCOEMHS	Revised ESF#9 Search and Rescue, Concept of Operations
63	October 2012	MCOEMHS	Revised ESF#11 Agriculture and Natural Resources, Assumptions
64	October 2012	MCOEMHS	Revised ESF#12 Energy, Cooperating Organizations
65	October 2012	MCOEMHS	Revised ESF#13 Public Safety and Security, Support Agencies
66	October 2012	MCOEMHS	Revised ESF#13 Public Safety and Security, Cooperating Agencies
67	October 2012	MCOEMHS	Revised ESF#14 Long-Term Community Recovery, Support Agencies
68	October 2012	MCOEMHS	Revised ESF#14 Long-Term Community Recovery, Assumptions
69	October 2012	MCOEMHS	Revised ESF#14 Long-Term Community Recovery, References
70	October 2012	MCOEMHS	Revised ESF#15 External Affairs, Assumptions
71	October 2012	MCOEMHS	Revised ESF#15 External Affairs, Concept of Operations
72	October 2012	MCOEMHS	Revised ESF#16 Volunteer and Donations Management, Primary Agency
73	October 2012	MCOEMHS	Revised ESF#16 Volunteer and Donations Management, Support Agencies
70	October 2012	MCOEMHS	Revised ESF#16 Volunteer and Donations Management, Policy
70	October 2012	MCOEMHS	Revised ESF#16 Volunteer and Donations Management, Concept of Operations
71	October 2012	MCOEMHS	Revised ESF#16 Volunteer and Donations Management, References

Plan Distribution

The Office of Emergency Management and Homeland Security (OEMHS) is responsible for the distribution of the Emergency Operations Plan (EOP) and approved notices of changes. Copies of the EOP, either hard copy or electronic, will be distributed to all

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Montgomery County departments and agencies, municipalities, the Maryland Emergency Management Agency (MEMA), and other cooperating organizations. Additional copies will be available from OEMHS if requested.

Section 1 – Basic Plan

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I. Introduction

A. Purpose

This Emergency Operations Plan (EOP) defines the actions taken by Montgomery County government department, agencies and municipal representative mobilized as the Emergency Management Group (EMG) to provide coordinated support, resources and public information and to coordinate with state and federal agencies and other non-government organizations in the event of a significant disaster or emergency.

B. Scope and Applicability

The EOP:

1. Provides concept of operations and organizational roles and responsibilities for incidents within Montgomery County that have resulted from a declared local emergency or recommended declaration for federal emergency. However, it is not limited to only these types of incidents.
2. Applies, but is not limited to, Montgomery County departments and agencies and cooperating organizations and agencies that have identified roles and responsibilities as the EMG .
3. Applies to all the risks identified in the Montgomery County Hazard Identification and Risk Assessment.
4. Establishes authority for direction and management of emergency operations.
5. Is countywide in scope and includes coordination and support from and to the incorporated villages, towns, and cities as municipalities within Montgomery County.
6. Is supplemented by function-specific operational plans and procedures.
7. Provides a brief description of Montgomery County including the geography, demographics, and infrastructure.
8. Defines and assigns emergency roles and responsibilities to organizations and key positions for conducting emergency operations in the county.
9. Embraces a Whole Community approach to emergency management, incorporating all partners in Montgomery County.

C. Authorities

1. Federal:
 - a. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended. The Act is codified at 42 U.S.C. 5121, et. seq.
 - b. The Disaster Mitigation Act of 2000, Public Law 106-390.
 - c. The Intelligence Reform and Terrorism Protection Act of 2004, Public Law 108-458, Section 7302.
 - d. "Emergency Management and Assistance, "Code of Federal Regulations, Title 44.
 - e. Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003.
 - 1) National Response Framework (NRF), January 2008.
 - 2) National Incident Management System (NIMS), March 2004.
 - f. Presidential Policy Directive 8, March 30, 2011
 - g. Title II of the Americans with Disabilities Act of 1990.
 - h. Section 504 of the Rehabilitation Act of 1973.
2. State of Maryland:
 - a. Annotated Code of Maryland, Public Safety Article, § 14-101, et. seq.
 - b. Executive Order 01.012005.09, The State of Maryland Adoption of the National Incident Management System.
3. Local:
 - a. Chapter 2 of the Montgomery County Code, 1994, as amended.

D. Mission

It is the mission of Montgomery County EMG to plan, prevent, prepare and protect against natural and man-made hazards that may threaten, disrupt, or harm our communities, commerce and institutions and to effectively manage and coordinate the County's unified response and recovery from the consequences of such disasters.

E. Goal, Vision, and Objectives

1. Our vision is to have a comprehensive emergency management program that incorporates prevention, protection, preparedness, response, recovery, and mitigation to promote disaster resilient communities.

2. Our goal is to have emergency management programs that meets or exceeds all standards and target capabilities established by the National Preparedness Goal and the National Capital Region (NCR) Strategic Plan.
3. Our objectives include:
 - a. To have the EOP be in full compliance with all federal and state guidelines and standards so that Montgomery County operations are conducted within the national response system envisioned by the National Response Framework.
 - b. To coordinate County plans, public information, resources and emergency operations support to minimize harm to residents, employees and visitors in Montgomery County before, during and after emergencies.
 - c. To coordinate the services, protection and contingency plans for sustained or restored County operations in designated and appropriate facilities.

F. Funding Sources and Budget for Emergency Operations

Annually, the County Executive submits a recommended operating budget for County departments and agencies to County Council for review and approval of expenditures. Council determines available revenue sources and the amount required from taxes to balance revenues and expenditures. Council then approves the annual operating expenditures and appropriates funds to meet these expenditures.

The Office of Emergency Management and Homeland Security (OEMHS) is included the County Executive's operating budget. Over the past five years, OEMHS' annual operating budget has been relatively stable and funded at the level of approximately \$1.4 – 1.7 million annually. Personnel costs represent approximately 80% of OEMHS's annual operating budget to sustain programs in planning, operations, finance and administration and public outreach. From time to time, grant funding and general funds have been used to supplement training and exercises, planning and public education.

Funds are not appropriated annually for emergencies which are typically unpredictable from year to year. Whether during announced events or responding to emergencies, the EMG is mobilized in the Emergency Operations Center (EOC) with the Chief Administrative Officer (CAO)

serving as the EMG chair. During emergencies, County department are authorized to expend funds to provide resources needed to mitigate the incident and restore County services. Generally, supplemental appropriations for departments that incurred unanticipated but necessary emergency expenditures are not addressed until the end of the fiscal year at which time the source(s) of funding is determined. It is essential during the emergencies to document all departmental expenditures incurred. Depending upon the nature and level of the emergency, a supplemental appropriation may not be necessary as the expenditures may be absorbed within the department's existing appropriation. Supplemental appropriations for emergency expenditures by departments may be funded by the County's operating budget reserve or State or Federal emergency reimbursements requiring County Council to approve the supplemental appropriation and designate the source(s) of revenue.

G. Occupational Health

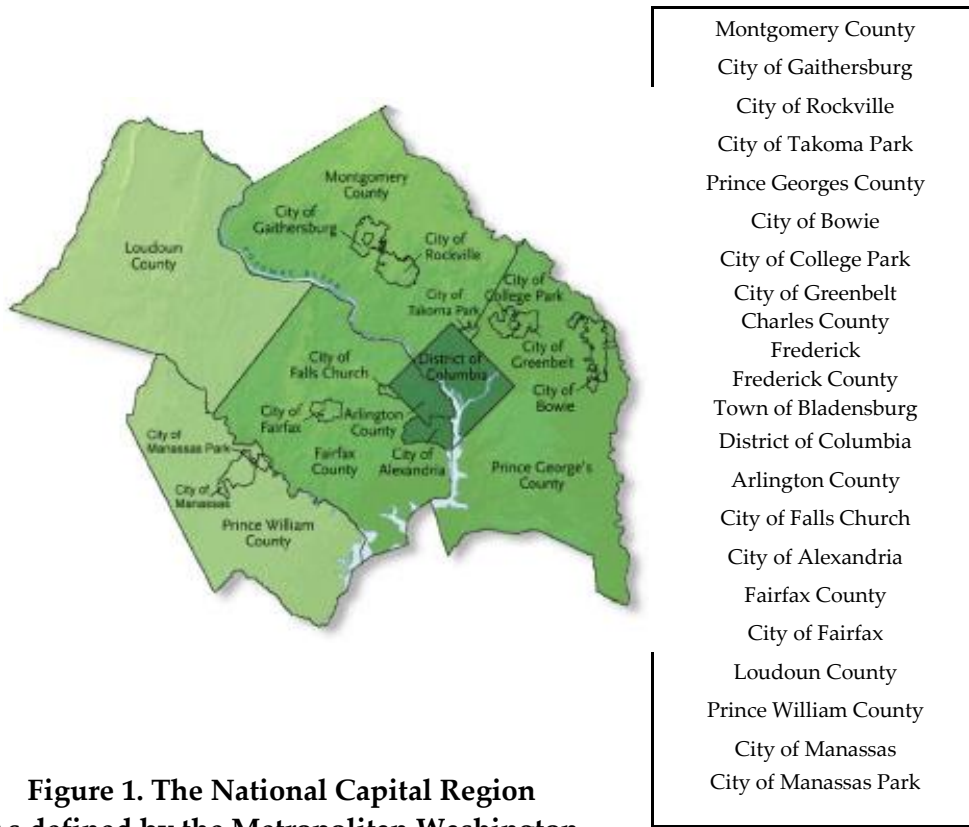
The safety of Montgomery County personnel is paramount during emergency operations. All applicable standards for occupational health and safety are rigorously followed by all agencies and departments within the County. Written policies on occupational health and safety are routinely provided to all county staff.

H. References

1. Metropolitan Washington Council of Governments Regional Emergency Coordination Plan (RECP), September 30, 2011.
2. Unified Regional Snow Emergency Plan for the Metropolitan Washington Area, November 2010.
3. The State of Maryland Emergency Operations Plan, 2009.
4. The State of Maryland Snow Emergency Plan.
5. Emergency Management Accreditation Program (EMAP) Standard, September 2010.
6. National Response Framework, January 2008.
7. Title II of the Americans with Disabilities Act of 1990.

II. Situation and Risk Assessment

- Montgomery County is the most densely populated county in Maryland with a population of 971,777 according to the 2010 U.S. Census.
- More than 12 percent of the population is at least 65 years old.
- Nearly 38 percent of the population speaks a language other than English at home.
- An estimated 180,000 people in Montgomery County have a disability (according to the Commission on People with Disabilities) and based on U.S. Census Data.
 - An estimated 70% of residents aged 65 and older have a disability. Of those, 14% have a hearing difficulty, 7% have a vision difficulty, 27% have ambulatory difficulty, and 26% have an independent living difficulty.
 - An estimated 8% of residents between the ages of 18 – 64 have a disability. Of those, 13% have a hearing difficulty, 8% have a vision difficulty, 26% have ambulatory difficulty, and 22% have an independent living difficulty.
 - An estimated 5% of residents between the ages of 5 – 17 have a disability. Of those, 6% have a hearing difficulty, 11% have a vision difficulty, 7% have ambulatory difficulty, and 19% have a self-care difficulty.
- Montgomery County is adjacent to Washington, D.C., and is one of 22 jurisdictions referred to as the National Capital Region (NCR) as defined by the Metropolitan Washington Council of Governments (MWCOG). The NCR is not an operational entity but provides a regional basis for collaboration, coordination, training, and exercises among the independent jurisdictions. Figure 1 depicts the jurisdictions that make up the NCR



**Figure 1. The National Capital Region
As defined by the Metropolitan Washington
Council of Governments**

- Montgomery County is divided into five Council districts. The County Council includes nine members, with one elected to represent each of the five district and four members elected at-large.
- Montgomery County is an important business and research center. Along with the rest of the state of Maryland, Montgomery County is the epicenter for biotechnology in the Mid-Atlantic region. Maryland is the fourth largest biotechnology cluster in the nation (according to *Genetic Engineering and Biotechnology News*, December 2011). Much research is done in the county through institutions like Johns Hopkins University's Montgomery County Campus (JHU MCC), Howard Hughes Medical Institute, the National Institutes of Health and the University of Maryland.

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- Many large firms are based in the county. Discovery Communications, Lockheed Martin, Marriott International, Host Hotels and Resorts, Robert Louis Johnson Companies (RLJ Cos), Choice Hotels, MedImmune, TV One, BAE Systems Inc, Hughes Network Systems, and GEICO are just a few of the large firms headquartered in Montgomery County.
- Several federal government agencies are based in Montgomery County including U.S. Department of Energy, National Institutes of Health (NIH), Food and Drug Administration (FDA), National Oceanic and Atmospheric Administration (NOAA), Nuclear Regulatory Commission (NRC), the Consumer Product Safety Commission, the National Imagery and Mapping Agency (NIMA) and the National Institute of Standards and Technology (NIST).
- Montgomery County is home to several military installations including Adelphi Laboratory Center, Naval Surface Warfare Center, David Taylor Model Basin, National Naval Medical Center, Walter Reed National Medical Center, and Fort Detrick – Forest Glen Child, Youth, and School Services Annex.
- There are 19 incorporated villages, towns and cities within Montgomery County: Barnesville; Brookeville; The Town of Chevy Chase; Chevy Chase View; Chevy Chase Village; North Chevy Chase; Village of Chevy Chase Section 3; Village of Chevy Chase Section 5; Gaithersburg; Garrett Park; Glen Echo; Kensington; Laytonsville; Martin's Addition; Poolesville; Rockville; Somerset; Takoma Park; and Washington Grove. The cities of Gaithersburg, Rockville, Takoma Park, and Chevy Chase Village maintain their own municipal police departments. Rockville and Poolesville operate their own water treatment and distribution facilities.
- Montgomery County is home to five major hospitals: Washington Adventist, Shady Grove Adventist, Holy Cross, Suburban, and MedStar Montgomery Medical Center.
- Montgomery County Public Schools is the largest and most diverse school district in the State of Maryland. There are over 145,000 enrolled students.

- Montgomery County is vulnerable to various natural and technological hazards as detailed in the Montgomery County Hazard Mitigation Plan (*see Table 1 below*). The scope and magnitude of these emergencies may vary from minor impact requiring a minimum response to major impact requiring a significant response from a multitude of county departments and agencies.
- The 2012 Montgomery County Hazard Identification and Risk Assessment (HIRA) identifies hazards that impact the county by evaluating risk as defined by the probability and frequency of occurrence of a hazard event, exposure to people and property to the hazard, and consequences or impact of that exposure. Montgomery County and its communities are vulnerable to a wide range of natural and technological hazards that threaten life and property. The hazards identified by the Montgomery County Mitigation Planning Committee for inclusion in the 2012 HIRA are those determined to be of actual potential threat to Montgomery County and its municipalities and are consistent with the hazards identified by the State of Maryland and the Federal Emergency Management Agency (FEMA) for this part of the state and this region of the country. The following table lists those hazards with their level of risk.

Table 1. Hazards facing Montgomery County

Natural Hazards	Level of Risk
Thunderstorm	High Risk
Winter Storm	High Risk
Extreme Heat	High Risk
Flooding	Moderate Risk
Hurricane/Tropical Storm	Moderate Risk
Fire	Moderate Risk
Water Shortage	Moderate Risk
Tornado	Low Risk
Earthquake	Low Risk
Land Subsidence/Karst	Low Risk
Technological Hazards	Level of Risk
Hazardous Materials	Moderate Risk
Dam Failure	Moderate Risk

III. Planning Assumptions

- Periodically, disasters and emergencies will occur within the county requiring mobilization and reallocation of county resources.
- In the event of a disaster or emergency, the immediate response priority will be saving lives and protecting property and critical infrastructure.
- Montgomery County has the primary responsibility for emergency operations within its borders and will commit all available resources to save lives, minimize property damage, and carry out emergency response and short-term recovery operations utilizing local resources.
- The occurrence of one or more of the hazards outlined in the HIRA could result in a catastrophic situation that could overwhelm local and state resources and disrupt government functions.
- Some emergencies or disasters will occur with enough warning that appropriate emergency notification will be achieved to ensure some level of preparedness. Other situations will occur with little or no advance warning.
- Assistance to the County can be requested from state, federal, non-government agencies and other jurisdictions through the Office of Emergency Management and Homeland Security (OEMHS). Outside assistance may be available through automatic mutual aid agreements with nearby jurisdictions, the Metropolitan Washington Council of Government (MWCOG) Mutual Aid Agreement (MAA), the Maryland Emergency Operations Center, the Maryland Emergency Management Agency Compact (MEMAC) the Emergency Management Assistance Compact (EMAC), the National Disaster Medical System (NDMS), and the Federal Emergency Management Agency (FEMA). It is likely that outside assistance will be available only after 72 hours of the onset of the disaster. However; there are multiple federal and military local assets that may be deployed well within 12 hours subject to their respective decision making process and priorities for committing resources for such purposes.

- Montgomery County residents and businesses are expected to use their own resources and be self-sufficient following a significant disaster event for up to three days. Residents with functional needs are encouraged to develop personal preparedness plans which include communications with their personal support network and care providers, support for their functional needs, and emergency arrangements with their utility companies. Should residents with functional needs become separated from their support network, they may require additional assistance.
- The effects of a disaster or emergency may extend beyond county boundaries and many other areas of the state may experience casualties, property loss, and disruption of normal life support systems.
- County emergency response personnel and other county employees may become casualties and/or experience damage to their homes and property.
- There may be resentment or complaints from residents and communities regarding priorities used for the allocation of scarce resources.
- Widespread power and communications outages may require use of alternate methods of providing public information and delivering essential services. Communications may be problematic due to demands exceeding capacities.
- Upon request, the state and/or federal government will provide outside assistance if local capabilities are overwhelmed or local resources are exhausted. Mutual aid agreements may also be activated.
- Emergency operations will be managed in accordance with the National Incident Management System (NIMS).
- Depending upon the scope and magnitude of the incident, concurrent implementation of the County Continuity of Operations (COOP) and Emergency Operations plans may be necessary.

- The Base Plan, the Emergency Support Functions, and all of the incorporated annexes comply with ADA Title II, Section 504. The departments and/or organizational leads identified throughout this plan shall perform their responsibilities in a manner compliant with ADA Title II, and Section 504.

IV. Emergency Operations Plan Implementation, Emergency Operations Center Activation, and Emergency Notifications

A. Implementation of the Emergency Operations Plan (EOP) through the Emergency Management Group (EMG) and Activation of the Emergency Operations Center (EOC)

- The implementation of the EOP through the EMG and activation of the EOC will occur simultaneously. The level of EOC activation and EOP implementation will be based upon the severity and scope of the incident.
- The county EOC will serve as the multi-agency support and coordination facility for EMG representatives during major emergencies.
- The Chief Administrative Officer (CAO) or his designee has the authority to order a full activation of the EOC for a declared State of Public Emergency, or whenever the CAO deems appropriate.
- The county EOC may be partially activated by the CAO or designee with selective EMG representatives and staff from the Office of Emergency Management and Homeland Security (OEMHS) to provide an appropriate level of inter-agency coordination in preparation and monitoring of a significant or special event. They may also monitor an emerging incident in anticipation of the need for a full EOC activation. Staffing for a partial activation will be identified based on the needs of the incident.

- Any department or agency head or incident commander may request through the OEMHS Manager that EMG teams be convened or the EOC be activated to support emergencies when resource requirements of their respective department or agencies to mitigate the incident exceed their available resources and automatic mutual aid arrangements.
- While emergencies fall under the jurisdiction of the County, the IC or their respective department or agency head may request EMG teams be convened or EOC activated to provide additional resources beyond what is available through County department and automatic mutual aid for an emergencies occurring within a municipal boundary. Municipal representatives may be included on teams convened or EOC activations. Further, any municipal manager may request through the OEMHS Manager that EMG teams be convened to monitor and support special events held within the municipal boundaries.
- The EMG representatives mobilized for EOC activations will be by senior level department, agency, and organization representatives who have the authority to commit resources and coordinate support for emergencies and who are qualified, as defined by local, state, and federal guidelines and Montgomery County departmental, agency, and municipality standard operating guidelines (SOGs).
- All EMG department and agency points-of-contact will be notified of the EOC activation through OEMHS. All activation announcements will be released through the Montgomery County Emergency Network (MCEN). The primary list of representatives is maintained and updated in that notification system. In turn, department and agency points of contacts will be responsible for their respective internal notification processes of department or agency heads, EMG representatives on call for activation, successive EMG representatives and on-duty operational officers for continuity of operations.
- Upon notification, internal department/agency policies and procedures will be implemented as necessary and the appropriate agency EMG representative(s) shall report to the EOC at the appointed time and be

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prepared to carry out their department/agency roles and responsibilities.

- Departments and agencies will provide appropriate EMG representation to the EOC based upon the level of activation. EMG representatives shall be prepared to staff the EOC until they are relieved by their departmental/agency personnel or the EOC is deactivated.
- WebEOC will be used to monitor and coordinate all EOC activations. EMG representatives to the EOC are required to update WebEOC as appropriate to ensure a common operating picture of Montgomery County response operations is maintained.
- EMG representatives may staff three level of EOC activations depending upon the nature and scope of the incident or potential incident. The EOC may also be activated for a significant planned event in order to monitor events and provide for an effective response if necessary. The OEMHS Manager will designate the level of activation and will ensure appropriate notifications are completed.

Table 2. Montgomery County EOC Activation Levels

Activation Level	Description
<i>Monitoring</i>	Provides for increased monitoring capability and typically involves OEMHS staff and representatives from key public safety agencies. Activities will focus on collecting, analyzing, and disseminating information and conducting appropriate contingency planning. At the discretion of the Emergency Management Director (CAO) or the OEMHS Manager, monitoring activities may be conducted virtually via teleconference, e-mail, WebEOC, etc.
<i>Partial Activation</i>	Provides for select activation of Emergency Support Function (ESF) primary agencies and key support agencies that may be or will be engaged in the emergency situation.
<i>Full Activation</i>	Includes all primary and support agencies identified within the EOP. Full EOC Activation may operate 24 hours a day.

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- Depending on the situation, other department, agency, municipal or related private or nonprofit personnel with responsibilities under the EOP will either be directed to report to the EOC, be alerted and placed on a stand-by status, or directed to perform their required responsibilities from their home, office, or alternate locations.
- If a further expansion of the EMG representatives is required by a re-evaluation or a change in the extent of a specific emergency or disaster, appropriate stand-by personnel will be notified and directed to report to the EOC to assist in either the emergency response or recovery phases.
- County departments and agencies providing EMG representatives to the EOC will have the capability to maintain 24 hours per day/7 days a week (24/7) operations for the duration of the emergency. Each department, agency, and organization in the EOC is expected to have at least three qualified personnel identified to staff their EOC position. It is the responsibility of each department, agency, and organization to ensure the position is staffed as required for the duration of the emergency.
- EMG representatives must have the authority to make decisions; obtain and coordinate resource allocations and deployment; synthesize and provide accurate information; and advise the CAO and County Executive, their respective department/agency head on the status and nature of the emergency; whether or not it may escalate or diminish; consequences of the incident, including projected and current damage assessment and continuity of government operations; programs in operation and resources deployed to support the Incident Commander (IC); current and projected resource requirements; protective actions for residents and responders; public information requirements and timing; project emergency event duration; and recommendations for emergency declarations.
- Montgomery County maintains an Alternate EOC (AEOC) site in the event the EOC is inaccessible or otherwise not operational.

B. Internal Emergency Notifications to County Agencies, Emergency Responders, and Cooperating Organizations

- Whenever an alert or notification is made of an emergency or disaster deemed to be of major or expanding proportions, with possible catastrophic consequences, where serious injury, loss of life or significant property damage is anticipated, all county departments and agencies are expected to be prepared.
- The Emergency Communications Center (ECC) serves as the county's 24 hour warning point and will provide initial notifications to county officials in accordance with established protocols and procedures and as directed by the CAO and OEMHS.
- OEMHS monitors incidents and potential incidents and directs additional notifications to departments and agencies using the MCEN and other communications capabilities as applicable.
- Each department and agency will designate three (3) points-of-contact (POC) to OEMHS for the purpose of emergency notifications. The POCs will ensure that the information in the MCEN for their agency staff is current.
- The Public Information Office (PIO) will provide assistance to all departments and agencies in communicating with their employees during an emergency situation using all appropriate communication tools to ensure that information is conveyed to employees.
- All departments and agencies will develop, test, and maintain internal notification procedures and contact rosters as part of their Continuity of Operations (COOP) Plan.

C. External Notifications and Warnings

- Montgomery County maintains the capability to provide warnings and emergency information to the public through multiple communication modes. When an event is imminent or anticipated within 72 hours, the county will make every attempt to notify county residents and visitors

of the nature of the emergency and what procedures or actions should be taken prior to and just after the event.

- Widespread power and communications outages may require use of alternate methods of providing public information and delivering essential services. Communications may be problematic due to demands exceeding capabilities.
- When a major emergency occurs, the county will make every effort to notify the general public of the type of emergency or disaster that has developed and what actions are being taken to protect life and property. This information will include closed roads or transportation facilities, mass care, sheltering, actions being taken to mitigate the hazard, and whatever other emergency information is deemed essential for the protection of life and property. The county will take steps necessary to provide effective communication. Examples are listed in Table 3.
- The ECC operates the county dispatch facility for police, fire, and emergency medical services. The ECC uses a state-of-the-art, computer-aided dispatch system to rapidly respond to callers for police, fire, and emergency medical services.
- The “Alert Montgomery” text alerting system provides the capability to distribute notifications and emergency alerts to residents via electronic mail, cellular phone, or pager using a text messaging system. This is a voluntary system and residents may be charged for text cell phone alerts by their service carrier. “Alert Montgomery” has the capability of broadcasting information to satellite Sirius/XM and would be relayed onto Sirius/XM radio channel 134 for subscribers to hear and translated into text for some Sirius/XM radio receivers.
- The Montgomery County Reverse 9-1-1 system provides the capability to rapidly send recorded telephone messages to phone numbers within a specified geographic area. This system includes TTY capability for providing information to residents with hearing disabilities. The Reverse 9-1-1 system is operated by the Montgomery County Police Department (MCPD). Department directors and the Disaster Manager

may direct the use of reverse 9-1-1 to provide emergency information to residents.

- The Montgomery County Web site and emergency information page provide vital information to residents – particularly on preparing for disasters and emergencies.
- Montgomery County has access to the Regional Incident Communication and Coordination System (RICCS) managed by the Metropolitan Washington Council of Governments (MWCOC) as a means of receiving and distributing information to government officials about incidents with regional implications for the NCR.
- Montgomery County may coordinate the use of variable message signs along major roadways with the Maryland Department of Transportation as another method for providing information and warnings to the public.
- Montgomery County also has the capability to provide emergency messages through the National Oceanic and Atmospheric Administration (NOAA) all-hazards radios. NOAA has the primary responsibility of issuing watches and warnings nationally and should be considered the “official” information on which to warn the public.
- The Office of Public Information is the lead agency for providing approved Public Service Announcements (PSAs) or press releases to county residents once the CAO or designated county official has directed notification to the public. Depending upon the nature and scope of the incident other county departments and agencies will support the PIO in developing the PSAs.
- Table 3 provides a summary of the warning systems that are used within the county.

Table 3. Summary of Montgomery County Warning Systems

Warning System	Area of Coverage	Approving Authority	Release/Action Office
Emergency Alert System (EAS)	Countywide Metro Area News Media	<ul style="list-style-type: none"> o County Executive o CAO o Manager, OEMHS 	<ul style="list-style-type: none"> o OEMHS
News Media	Metro Area	<ul style="list-style-type: none"> o County Executive o CAO o MCPD Chief o FRS Chief o Director, Department of Health and Human Services o Manager, OEMHS 	<ul style="list-style-type: none"> o Office of Public Information
Cable TV Channel 6 Emergency Message System	County Cable Providers	<ul style="list-style-type: none"> o County Executive o CAO o MCPD Chief o FRS Chief o Director, PIO o Manager, OEMHS o Director of DHHS 	<ul style="list-style-type: none"> o PIO o OEMHS
Alert Montgomery	Countywide Registered subscribers ONLY	<ul style="list-style-type: none"> o County Executive o CAO o MCPD Chief o FRS Chief o Director, PIO o Manager, OEMHS 	<ul style="list-style-type: none"> o OEMHS
Reverse 9-1-1	Countywide or specific geographic areas can be targeted	<ul style="list-style-type: none"> o County Executive o CAO o Department Directors 	<ul style="list-style-type: none"> o MCPD o ECC o Manager, OEMHS
Regional Incident Communication and Coordination System (RICCS)	National Capital Region Internal Communications system	<ul style="list-style-type: none"> o County Executive o CAO o MCPD Chief o FRS Chief o Director, PIO o Manager, OEMHS 	<ul style="list-style-type: none"> o Director, PIO o Manager, OEMHS
Sirius/XM Satellite Radio	Regional, Metro, Countywide	<ul style="list-style-type: none"> o County Executive o CAO o MCPD Chief o FRS Chief o Director, PIO o Manager, OEMHS 	<ul style="list-style-type: none"> o PIO o OEMHS

Warning System	Area of Coverage	Approving Authority	Release/Action Office
NOAA Weather Radios		<ul style="list-style-type: none"> o County Executive o CAO 	<ul style="list-style-type: none"> o National Weather Service o MEMA o PIO
Variable Message Signs	County	<ul style="list-style-type: none"> o County Executive o Deputy County Executive o MCPD Chief o FRS Chief o Director, PIO o Manager, OEMHS 	<ul style="list-style-type: none"> o State Highway Administration o DOT
Washington Area Warning Alert System (WAWAS)	National Capital Region	<ul style="list-style-type: none"> o MCPD Chief o FRS Chief o Manager, OEMHS 	<ul style="list-style-type: none"> o MCPD Chief o FRS Chief o Manager, OEMHS
National Warning Alert System (NAWAS)	Maryland	<ul style="list-style-type: none"> o MCPD Chief o FRS Chief o Manager, OEMHS 	<ul style="list-style-type: none"> o MCPD Chief o FRS Chief o Manager, OEMHS
County Website	County	<ul style="list-style-type: none"> o County Executive o Deputy County Executive o MCPD Chief o FRS Chief o Manager, OEMHS o Director, PIO 	<ul style="list-style-type: none"> o Director, PIO
Loudspeakers	Local Neighborhoods	<ul style="list-style-type: none"> o Incident Commander 	<ul style="list-style-type: none"> o Public Safety Personnel
Door-to-Door	Individuals	<ul style="list-style-type: none"> o Incident Commander 	<ul style="list-style-type: none"> o Public Safety Personnel
Telephone	Individuals	<ul style="list-style-type: none"> o Incident Commander 	<ul style="list-style-type: none"> o Public Safety Personnel

V. Emergency Roles and Coordination Responsibilities

In the event of a significant emergency event, Montgomery County government will continue to function and provide emergency and essential services. Emergency operations will mirror day-to-day government operations to the extent possible. A Continuity of Government (COG) Plan is in place to establish procedures for continuity of government operations.

A. County Executive

- Serves as or appoints a chief and principle spokesperson for the county during emergency events.
- Issues Declaration of Public Emergency and related orders as required.
- As necessary, directs activation of the County Continuity of Operations (COOP) Plan in order to ensure continuity of operations of the county government.
- Notifies the Council President, or the President's designee, each time the Emergency Operations Center (EOC) is activated.
- Exercises emergency powers as defined in section 2-17 of the County Code to include ordering of curfews, public quarantines, rationing, public distribution of food supplies or water, closing of highways, closing of liquor stores, and evacuations to ensure public health or safety.
- Requests emergency sessions of the County Council if required.
- Confers with the Chief Administrative Officer (CAO) and other agency heads as appropriate on policy issues related to the response and recovery operations.
- Serves as liaison and coordinates with other elected officials at the regional and state level including the Congressional Delegation.
- Informs the Council within 30 days after the end of a state of emergency or any other incident that required activation of the EOC of the facts of the event; any casualties, damages, or costs; and long-term implications of the event. Within 60 days, provides the Council an update of the initial briefing and lessons learned.

B. Montgomery County Council

- Collectively the County Council may establish broad policy for the County Executive and senior staff but defers to the County Executive the implementation, operation and administration of such policies during an emergency.
- As necessary, approve the extension of a state of emergency beyond the originally declared three-day period.
- Consider and appropriate, either in the annual budget appropriation or by interim resolution, such sums as they may declare to be necessary or expedient for public defense in time of actual or impending war, insurrection, riot or other emergencies such as floods,

fires, disasters or epidemics of disease, and for the defense of the county or the safeguarding of its people or property.

- In cooperation with the Council Administrator, maintains notification plans and COOP Plan for their Council Office.
- Collectively or individually provide emergency-related information to the public in coordination with the Office of Public Information.
- Collectively or individually disseminate timely information received from the public to the Emergency Management Group (EMG).

C. Chief Administrative Officer

- Serves as the Emergency Management Director for Montgomery County and performs the functions identified in Chapter 2 of the County Code. Serves also as the Emergency Management Group (EMG) Chair.
- Orders activation of the EMG and notifies the County Executive of such actions.
- Appoints a Disaster Manager and delegates certain CAO powers as the Governor's appointed Emergency Management Director, to the Disaster Manager.
- Authorizes emergency procurement and delegates contracting authority as appropriate to the Infrastructure Group Leader in the EOC to facilitate all necessary procurements essential to the emergency. Advises the County Executive throughout the disaster or emergency.
- Determines the boundaries of the disaster (limited, county-wide).
- Recommends Declaration of Public Emergency to the County Executive.
- Serves as liaison with the County Council and notifies Council of EOC activations.
- Authorizes issuance of public warnings over the Emergency Alert System, cable television, or other media networks.
- Ensures coordination with other jurisdictions and all municipalities located within Montgomery County.
- Develops long-range response and recovery strategies in coordination with the Operations Support Group Leader in the EOC.
- Proposes emergency legislation, if needed.

- Organizes and directs the EMG through regularly constituted government using equipment, supplies, and facilities of existing departments, offices, and agencies to the maximum extent practical.
- Develops or causes the development of mutual aid or reciprocal assistance agreements with other public and private agencies within the state or other states or localities within other states.
- Authorizes requests for resources from other jurisdictions and implements mutual aid agreements where appropriate.
- Directs and reallocates county assets and resources during an emergency.
- Declares an end to the public emergency and advises the County Council of the restoration of services and resumption of routine activities, and what areas will require long-term recovery support and mitigation activities.

D. Assistant Chief Administrative Officer

- Performs the roles and responsibilities of the CAO in his/her absence or as directed by the CAO regarding the EMG and emergency management activities.
- Assigned to the EOC during an emergency to provide oversight and management on behalf of the CAO.

E. Manager, Office of Emergency Management and Homeland Security

- Serves as the Disaster Manager, as appointed by the CAO, until relieved or until such time that another department is designated the lead because circumstances warrant.
- Develops emergency management plans for immediate use of all facilities, equipment, staff, and other resources of the county for the purpose of minimizing or preventing damage to persons and property and for restoring to usefulness government services and public utilities necessary for public health, safety, and welfare.
- Manages the EOC facility.
- Provides liaison with state and federal authorities and other political subdivisions as necessary to ensure effective disaster preparedness and response capabilities.

- Ensures the EOC and the Officer of Emergency Management and Homeland Security (OEMHS) maintained alert systems are in a constant state of readiness.
- Opens the EOC during the emergency depending on the need as decided by the CAO, the Disaster Manager, or designee.
- Maintains contact and coordinates with the utilities, municipalities, the Federal Emergency Management Agency (FEMA), Maryland Emergency Management Agency (MEMA), and the Metropolitan Washington Council of Governments (MWCOC) on behalf of the Disaster Manager.
- Coordinates requests for state and federal assistance through the MEMA via the Maryland Emergency Management Assistance Compact (MEMAC) or the national Emergency Management Assistance Compact (EMAC).
- Coordinates and reviews the collection of data on damages reported by county departments, agencies, municipalities, and other supporting agencies, and, when requested by MEMA, prepares all required applications for disaster assistance.
- Provides to MEMA periodic situation reports and a preliminary summary report of major damage, as soon as possible following the disaster. Supplementary reports may be submitted as data that is compiled during the recovery phase.
- Coordinates with the Office of Management and Budget and the Department of Finance for the assignment of accounts to collect costs, and for any disbursement of financial assistance awarded for reimbursement or mitigation under a federal disaster declaration.
- Coordinates damage assessments with state and local offices.
- Provides training on the county's Incident Command System in accordance with National Incident Management System (NIMS) requirements.
- Maintains a facility listing of medical and research facilities, industrial users, nuclear power plants, Department of Defense installations, which store and use radioactive materials, including the types of radioactive material they use, store, or transport.
- Maintains a database that provides information relative to a radiological hazards base map that shows the locations where radioactive materials are used, locations for radiological monitoring equipment, and shelters.

- Maintains a database, in coordination with the Local Emergency Planning Committee (LEPC) that provides information relative to Hazardous Materials that reside and/or travel through the county.

F. County Departments and Agencies

County department and agency directors have responsibility to manage their departments and agencies on a day-to-day basis in accordance with the authority granted to them by the County Council, County Executive, or by law. In the event of a significant emergency, they will be expected, to the extent possible, to carry out their day-to-day assigned duties as well as those outlined in the EOP.

The general emergency preparedness responsibilities of all county government organizations and non-government organizations are outlined in the letter of agreement to this plan. The following tables provide a list of overall duties and assigned responsibilities for emergency operations in Montgomery County that may vary depending on type and scope of incident. The first table provides the primary, support, and cooperating agencies by ESF, followed by a list of roles and responsibilities by agency. Details on Emergency Support Function (ESF) /incident-specific roles and responsibilities can be found within the annexes to this plan.

Table 4. Primary, Support, and Cooperating Agencies by Emergency Support Function, Functional Annex and Incident Annex ¹

(P- Primary Agency; S- Support Agency; C- Cooperating Organization)

Agency	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works and Engineering	ESF #4 Firefighting	ESF #5 Emergency Management	ESF #6 Mass Care, Emergency Assistance, Housing and Human Services	ESF #7 Resource Support and Logistics Management	ESF #8 Public Health and Medical Services	ESF #9 Search and Rescue	ESF #10 Oil and Hazardous Materials Response	ESF #11 Agriculture and Natural Resources	ESF #12 Energy	ESF #13 Public Safety and Security	ESF #14 Long- term Community Recovery	ESF #15 External Affairs	ESF #16 Volunteer and Donations Management	Animal Protection	Damage Assessment	Training and Exercises	Biological Incident	Dam Failure Incident	Mass Fatality Incident	Nuclear and Radiological Incident	Severe Weather Incident	Terrorism Incident
Community Use of Public Facilities						S								S		S			S						
County Attorney's Office			S		S					S			S	S	S				S	S		S	S		
Department of Corrections and Rehabilitation							S						S	S		S			S						
Department of Economic Development							S				S			S					S						

¹ All Departments are responsible for accessibility-related planning. The Montgomery County ADA Compliance Officer is available for technical assistance and policy review.

Table 4. Primary, Support, and Cooperating Agencies by Emergency Support Function, Functional Annex and Incident Annex ¹

(P- Primary Agency; S- Support Agency; C- Cooperating Organization)

Agency	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works and Engineering	ESF #4 Firefighting	ESF #5 Emergency Management	ESF #6 Mass Care, Emergency Assistance, Housing and Human Services	ESF #7 Resource Support and Logistics Management	ESF #8 Public Health and Medical Services	ESF #9 Search and Rescue	ESF #10 Oil and Hazardous Materials Response	ESF #11 Agriculture and Natural Resources	ESF #12 Energy	ESF #13 Public Safety and Security	ESF #14 Long-term Community Recovery	ESF #15 External Affairs	ESF #16 Volunteer and Donations Management	Animal Protection	Damage Assessment	Training and Exercises	Biological Incident	Dam Failure Incident	Mass Fatality Incident	Nuclear and Radiological Incident	Severe Weather Incident	Terrorism Incident
Department of Environmental Protection	S		P							S				S				S	S		P		P		P
Department of Finance	S				S		S							S					S						
Fire and Rescue Services		S		P		S		S	P	P				S	S			S	S	S	S	S	P	S	S
Department of General Services	S	S	S			S	P			S		P		S			S	S	S		S	S		S	
Department of Health and Human Services						P		P			P			S	S	S	S	S	S			P	S	S	S
Department of														S					S						

**Table 4. Primary, Support, and Cooperating Agencies by Emergency Support Function,
Functional Annex and Incident Annex ¹**

(P- Primary Agency; S- Support Agency; C- Cooperating Organization)

Agency	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works and Engineering	ESF #4 Firefighting	ESF #5 Emergency Management	ESF #6 Mass Care, Emergency Assistance, Housing and Human Services	ESF #7 Resource Support and Logistics Management	ESF #8 Public Health and Medical Services	ESF #9 Search and Rescue	ESF #10 Oil and Hazardous Materials Response	ESF #11 Agriculture and Natural Resources	ESF #12 Energy	ESF #13 Public Safety and Security	ESF #14 Long-term Community Recovery	ESF #15 External Affairs	ESF #16 Volunteer and Donations Management	Animal Protection	Damage Assessment	Training and Exercises	Biological Incident	Dam Failure Incident	Mass Fatality Incident	Nuclear and Radiological Incident	Severe Weather Incident	Terrorism Incident
Housing and Community Affairs																									
Department of Housing Opportunities Commission														S					S						
Intergovernmental Relations														S					S						
Department of Liquor Control	S						S	S			S					S			S						
Management and					S									S					S						

**Table 4. Primary, Support, and Cooperating Agencies by Emergency Support Function,
Functional Annex and Incident Annex ¹**

(P- Primary Agency; S- Support Agency; C- Cooperating Organization)

Agency	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works and Engineering	ESF #4 Firefighting	ESF#5 Emergency Management	ESF #6 Mass Care, Emergency Assistance, Housing and Human Services	ESF #7 Resource Support and Logistics Management	ESF #8 Public Health and Medical Services	ESF #9 Search and Rescue	ESF #10 Oil and Hazardous Materials Response	ESF #11 Agriculture and Natural Resources	ESF #12 Energy	ESF #13 Public Safety and Security	ESF #14 Long- term Community Recovery	ESF #15 External Affairs	ESF #16 Volunteer and Donations Management	Animal Protection	Damage Assessment	Training and Exercises	Biological Incident	Dam Failure Incident	Mass Fatality Incident	Nuclear and Radiological Incident	Severe Weather Incident	Terrorism Incident
Budget Office																									
Office of Consumer Protection											S			S					S						
Office of Emergency Management and Homeland Security	S	S	S	S	P	S	S	S	S	S	S	S	S	S	S	S	S	S	P	S	P	S	S	P	S
Office of Human Resources					S														S						
Department of Permitting Services			S		S									S				P	S						
Montgomery	S	S		S		S	S	S	P	S	S		P	S	P		P	S	S	S	S	P	S	S	P

Table 4. Primary, Support, and Cooperating Agencies by Emergency Support Function, Functional Annex and Incident Annex ¹

(P- Primary Agency; S- Support Agency; C- Cooperating Organization)

Agency	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works and Engineering	ESF #4 Firefighting	ESF#5 Emergency Management	ESF #6 Mass Care, Emergency Assistance, Housing and Human Services	ESF #7 Resource Support and Logistics Management	ESF #8 Public Health and Medical Services	ESF #9 Search and Rescue	ESF #10 Oil and Hazardous Materials Response	ESF #11 Agriculture and Natural Resources	ESF #12 Energy	ESF #13 Public Safety and Security	ESF #14 Long- term Community Recovery	ESF #15 External Affairs	ESF #16 Volunteer and Donations Management	Animal Protection	Damage Assessment	Training and Exercises	Biological Incident	Dam Failure Incident	Mass Fatality Incident	Nuclear and Radiological Incident	Severe Weather Incident	Terrorism Incident
County Police Department																									
Public Information Office	S									S					P				S		S	S	S		S
Public Libraries Department																S			S						
Recreation Department						S		S								S		S	S						
Department of Technological Services		P			S									S				S	S						
Department of Transportation	P	S	S			S	S	S	S	S			S	S	S		S	S	S	S	S	S	S	S	S

**Table 4. Primary, Support, and Cooperating Agencies by Emergency Support Function,
Functional Annex and Incident Annex ¹**

(P- Primary Agency; S- Support Agency; C- Cooperating Organization)

Agency	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works and Engineering	ESF #4 Firefighting	ESF#5 Emergency Management	ESF #6 Mass Care, Emergency Assistance, Housing and Human Services	ESF #7 Resource Support and Logistics Management	ESF #8 Public Health and Medical Services	ESF #9 Search and Rescue	ESF #10 Oil and Hazardous Materials Response	ESF #11 Agriculture and Natural Resources	ESF #12 Energy	ESF #13 Public Safety and Security	ESF #14 Long- term Community Recovery	ESF #15 External Affairs	ESF #16 Volunteer and Donations Management	Animal Protection	Damage Assessment	Training and Exercises	Biological Incident	Dam Failure Incident	Mass Fatality Incident	Nuclear and Radiological Incident	Severe Weather Incident	Terrorism Incident
Volunteer Center						S		S							S	P		S	S		S			S	
Zoning and Administrative Hearing																		S	S						
First Energy	C											C							C						
American Red Cross of the National Capital Area						C		C								C			C	C	C	C	C	C	C
Baltimore Gas and Electric (BG&E)	C											C							C						
Constellation Energy Services												C							C						

**Table 4. Primary, Support, and Cooperating Agencies by Emergency Support Function,
Functional Annex and Incident Annex ¹**

(P- Primary Agency; S- Support Agency; C- Cooperating Organization)

Agency	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works and Engineering	ESF #4 Firefighting	ESF #5 Emergency Management	ESF #6 Mass Care, Emergency Assistance, Housing and Human Services	ESF #7 Resource Support and Logistics Management	ESF #8 Public Health and Medical Services	ESF #9 Search and Rescue	ESF #10 Oil and Hazardous Materials Response	ESF #11 Agriculture and Natural Resources	ESF #12 Energy	ESF #13 Public Safety and Security	ESF #14 Long-term Community Recovery	ESF #15 External Affairs	ESF #16 Volunteer and Donations Management	Animal Protection	Damage Assessment	Training and Exercises	Biological Incident	Dam Failure Incident	Mass Fatality Incident	Nuclear and Radiological Incident	Severe Weather Incident	Terrorism Incident
DC Water and Sewer Authority (DC Water)			C															C	C						
Potomac Electric Power Company (PEPCO)												C							C						
Maryland-National Capital Park and Planning Commission (M-NCPPC)			S										S					S	S					S	
Montgomery College						S		S								S		C	C					C	

Table 4. Primary, Support, and Cooperating Agencies by Emergency Support Function, Functional Annex and Incident Annex ¹

(P- Primary Agency; S- Support Agency; C- Cooperating Organization)

Agency	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works and Engineering	ESF #4 Firefighting	ESF #5 Emergency Management	ESF #6 Mass Care, Emergency Assistance, Housing and Human Services	ESF #7 Resource Support and Logistics Management	ESF #8 Public Health and Medical Services	ESF #9 Search and Rescue	ESF #10 Oil and Hazardous Materials Response	ESF #11 Agriculture and Natural Resources	ESF #12 Energy	ESF #13 Public Safety and Security	ESF #14 Long- term Community Recovery	ESF #15 External Affairs	ESF #16 Volunteer and Donations Management	Animal Protection	Damage Assessment	Training and Exercises	Biological Incident	Dam Failure Incident	Mass Fatality Incident	Nuclear and Radiological Incident	Severe Weather Incident	Terrorism Incident
Montgomery County Auxiliary Communications Service (MCACS)		C																	C						
Montgomery County Public Schools	S					S	S	S									S	S	S						
Montgomery County Sheriff's Office						S		S					S	S					S	S	S	S		S	S
Washington Suburban Sanitary Commission			C															C	C		C				

**Table 4. Primary, Support, and Cooperating Agencies by Emergency Support Function,
Functional Annex and Incident Annex ¹**

(P- Primary Agency; S- Support Agency; C- Cooperating Organization)

Agency	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works and Engineering	ESF #4 Firefighting	ESF#5 Emergency Management	ESF #6 Mass Care, Emergency Assistance, Housing and Human Services	ESF #7 Resource Support and Logistics Management	ESF #8 Public Health and Medical Services	ESF #9 Search and Rescue	ESF #10 Oil and Hazardous Materials Response	ESF #11 Agriculture and Natural Resources	ESF #12 Energy	ESF #13 Public Safety and Security	ESF #14 Long- term Community Recovery	ESF #15 External Affairs	ESF #16 Volunteer and Donations Management	Animal Protection	Damage Assessment	Training and Exercises	Biological Incident	Dam Failure Incident	Mass Fatality Incident	Nuclear and Radiological Incident	Severe Weather Incident	Terrorism Incident
Washington Metropolitan Area Transit Authority (WMATA)	C																		C						
Washington Metropolitan Area Metro Police													C						C						
Washington Gas												S							C						

**Table 5. Roles and Responsibilities During Emergency Operations
by County Departments and Agencies**

Agency	Roles and Responsibilities
Community Use of Public Facilities	<ul style="list-style-type: none"> - Provide available staff, resources, and facilities to support emergency operations.
County Attorney's Office	<ul style="list-style-type: none"> - Advise county officials concerning legal responsibilities, powers, and liabilities regarding emergency operations and post-disaster and recovery assistance and prepare official documentation such as emergency ordinances, waiver requests, and reimbursement packages.
Department of Corrections and Rehabilitation Services	<ul style="list-style-type: none"> - Coordinate emergency operations within the Montgomery County Correctional Facility and/or Montgomery County Detention Center. - Provide support to emergency operations through the provision of food preparation, laundry service, and community services volunteers.
Department of Economic Development	<ul style="list-style-type: none"> - Provide available staff, resources, and facilities to support emergency operations - Provide through the Agricultural Services Division, disaster funds for commercial farmers, if those funds are available from FEMA.
Department of Environmental Protection	<ul style="list-style-type: none"> - Provide hazardous materials technical advice and assistance to the Fire and Rescue Services (FRS) and provide support to hazardous material response by providing limited detection, monitoring, and sampling and analysis operations in accordance with Department of Environmental Protection (DEP) Response Procedures for Hazardous Materials Spills. - Manage hazardous material incident clean-up operations including coordinating the county's efforts in decontaminating public and private properties and the environment. - Survey the damage to public water systems, waste disposal systems, dams, and while coordinating with the Department of Permitting Services, survey the damage to other public facilities that are government owned or operated.
Department of Finance	<ul style="list-style-type: none"> - Provide assistance and/or financial advice to Montgomery County departments and agencies for the tracking of expenses directly related to the disaster and provide guidance in the preparation and review of federal reimbursement forms, financial reports, and applications.
Fire and Rescue Services	<ul style="list-style-type: none"> - Develop and maintain resources for emergency response to all situations including but not limited to: hazardous material, water rescue, structural/trench collapse, confined space, and rope rescue.

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Agency	Roles and Responsibilities
Department of General Services	<ul style="list-style-type: none"> - Acquire, store, and distribute resources in support of response and recovery operations. - Collect, analyze, and provide information on the status of energy resources and related infrastructure within the county including fuel and electrical supply and distribution.
Department of Health and Human Services	<ul style="list-style-type: none"> - Provide human services such as temporary housing and mental health assistance to individuals and families impacted by disasters. - Provide coordination with the state on public health services such as epidemiology, infection control, and mass dispensing of drugs and vaccinations specific to an outbreak or attack.
Department of Housing and Community Affairs	<ul style="list-style-type: none"> - Provide information on housing resources for use as emergency and/or long-term temporary housing. - Provide temporary housing for displaced public housing and rental program residents.
Department of Housing Opportunities Commission	<ul style="list-style-type: none"> - Provide available staff, resources, and facilities to support emergency operations
Intergovernmental Relations	<ul style="list-style-type: none"> - Provide available staff, resources, and facilities to support emergency operations and manage recovery operations. - Provide assistance in communicating with state and federal elected officials and coordinate any state and elected officials statements with the those of the County Executive or the Maryland State Governor as needed.
Department of Liquor Control	<ul style="list-style-type: none"> - In coordination with the Department of Health and Human Services (DHHS) develop plans for and execute the distribution of emergency food, water and other supplies within Montgomery County. - As required, identify and manage warehouse buildings, appropriate sites for food and water storage areas, and reception areas. - Provide assistance, if needed, for providing large scale cold storage for victims as a temporary morgue until such time that the Medical Examiner or Disaster Mortuary Operational Response Team (DMORT) teams take possession of the victims.
Management and Budget Office	<ul style="list-style-type: none"> - Provide available staff, resources, and facilities to support emergency operations. - Coordinate with county departments and agencies for tracking costs associated with emergency operations and assist in the preparation of emergency appropriations requests when determined necessary and appropriate by the CAO to recover the cost of emergency expenditures.
Office of Consumer Protection	<ul style="list-style-type: none"> - Provide consumer affairs services during response and recovery operations.
Office of Emergency Management and	<ul style="list-style-type: none"> - Coordinate the county response and recovery operations during an emergency operation.

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Agency	Roles and Responsibilities
Homeland Security	<ul style="list-style-type: none"> - Manage the EOC and implement the EOP. - Maintain and update the Montgomery County Master Resource Directory. - Establish and maintain the county's Corrective Action Program (CAP) and coordinate an after-action assessment of disaster/emergency incidents to determine what actions can be taken to mitigate future disaster effects. Maintain a database to identify "lessons learned" and "corrective actions" by agency. - Assist agencies by providing supplemental emergency training, simulations, and exercises necessary to prepare first responders, county agencies, and cooperating organizations and agencies to perform identified roles and responsibilities. - Coordinate emergency management mutual aid agreements dealing with adjacent jurisdictions and non-government organizations, such as the American Red Cross of the National Capital Area.
Office of Human Resources	<ul style="list-style-type: none"> - Identify and track Montgomery County employees who may be available to augment staffing in the EOC, shelters, alternate work sites, and other locations. - Identify and track Montgomery County employees who may be available to support response or recovery activities. - Provide guidance on personnel related issues.
Department of Permitting Services	<ul style="list-style-type: none"> - Provide available staff, resources, and facilities to support emergency operations. - Coordinate damage assessment operations and inspections in support of emergency operations.
Montgomery County Police Department	<ul style="list-style-type: none"> - Provide law enforcement services such as traffic management, crowd control, evacuation coordination, investigations, site security, and scene management.
Public Information Office	<ul style="list-style-type: none"> - Serve as the "single voice" of county government for the coordinated release of information to county employees, the public and the media during emergencies.
Public Libraries Department	<ul style="list-style-type: none"> - Provide facility space to assist the Office of Emergency Management and Homeland Security in the execution of the volunteer and donations management operations. - Provide assistance to the Public Information Officer in publicizing activities concerning emergency food and water supplies, food benefits, distribution points, procedures, and other available public assistance.
Recreation Department	<ul style="list-style-type: none"> - Provide professional staff to organize and supervise recreational activities in shelters. - Provide community recreation and senior centers for shelters as needed.

Agency	Roles and Responsibilities
Regional Services Centers	<ul style="list-style-type: none"> - Make the Regional Service Center available if requested as an emergency shelter if there is adequate space; otherwise, the Director of the RSC will provide an area in the RSC for a holding area until a shelter can be opened. - Provide support to the Donations Management Coordinator (DMC) in the management of volunteers and distribution of donated goods and services.
Department of Technology Services	<ul style="list-style-type: none"> - Provide available staff, resources, and facilities to support emergency operations. - Assess county communication sites and facilities following an incident and report disruptions to the EOC. - Provide technical assistance to the EOC to activate and maintain communications and information systems to support emergency operations. - Provide maintenance and repair of communications equipment and restoration of essential county communications facilities. - Provide support during emergency operations in distributing communications equipment. - Provide liaison to telecommunications service providers to determine status of services and to provide support as appropriate for repair and restoration.
Department of Transportation	<ul style="list-style-type: none"> - Collect, analyze, and distribute information on the status of the county's transportation infrastructure and monitor the status of infrastructure repair and restoration. - Support evacuations by providing assistance in traffic control and providing barricades, signs, and other devices to assist in establishing a secure perimeter and managing vehicular and pedestrian traffic. - Provide liaison with the Maryland Department of Transportation (MDOT), Washington Metropolitan Area Transit Authority (WMATA), and Metropolitan Washington Airports Authority (MWAA) and other regional transportation organizations.
Volunteer Center	<ul style="list-style-type: none"> - Coordinate and activate affiliated volunteer groups managed by the Volunteer Center. - Establish and manage a physical or web-based/virtual Volunteer Mobilization Center to manage spontaneous volunteers and send them to areas of need as directed by the OEMHS Manager. - Coordinate with non-profit organizations, businesses, Regional Services Centers, state and federal agencies to implement the donations management system. - Coordinate with other volunteer organizations (VOADs and Volunteer Centers) in the NCR to obtain additional resources when necessary.

Agency	Roles and Responsibilities
Zoning and Administrative Hearing	- Provide support to damage assessment operations.

**Table 6. Roles and Responsibilities During Emergency Operations
by Cooperating Municipalities and Organizations**

Agency	Roles and Responsibilities
The Village Manager, Chevy Chase Village	<ul style="list-style-type: none"> - Provide available staff, resources, and facilities to support emergency operations. - Coordinate damage assessment operations with Department of Permitting Services (DPS) or the Planning Group if the EOC is activated. - Provide damage assessment reports to DPS or the Planning Group if the EOC is activated, as requested. - Coordinate debris removal and disposal operations within Chevy Chase Village. - Maintain law and order and provide for the security of critical facilities and resources within Chevy Chase Village. - Order and conduct evacuations as necessary and provide for access control to evacuated areas. - Provide for traffic and crowd control. - Appoint a disaster assistance representative to coordinate locally sponsored disaster victim assistance activities within Chevy Chase Village. - Provide a list of buses, emergency response vehicles, other apparatus, and equipment available to assist in logistical operations during mass care and feeding in an emergency or disaster within the county. - Make available equipment, facilities, vehicles, and available personnel for mass care, feeding, and logistical support during an emergency.

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The City Manager, City of Gaithersburg	<ul style="list-style-type: none">- Provide available staff, resources, and facilities to support emergency operations.- Coordinate damage assessment operations with DPS or the Planning Group if the EOC is activated.- Provide damage assessment reports to DPS or the Planning Group if the EOC is activated, as requested.- Coordinate debris removal and disposal operations within the City of Gaithersburg.- Maintain law and order and provide for the security of critical facilities and resources within City of Gaithersburg.- Order and conduct evacuations as necessary and provide for access control to evacuated areas.- Provide for traffic and crowd control.- Appoint a disaster assistance representative to coordinate locally sponsored disaster victim assistance activities within the City of Gaithersburg.- Provide a list of buses, emergency response vehicles, other apparatus, and equipment available to assist in logistical operations during mass care and feeding in an emergency or disaster within the county.- Make available equipment, facilities, vehicles, and available personnel for mass care, feeding, and logistical support during an emergency.-
The City Manager, Poolesville	<ul style="list-style-type: none">- Provide available staff, resources, and facilities to support emergency operations.- Coordinate its damage assessment operations with DPS or the Planning Group if the EOC is activated.- Provide damage assessment for water supplies at the Poolesville Water Treatment Plant used for drinking, sanitation, and recreational purposes.- Provide damage assessment for Town of Poolesville water distribution systems and related facilities.- Coordinate debris removal and disposal operations.- Appoint a disaster assistance representative to coordinate locally sponsored disaster victim assistance activities within the City of Poolesville.- Provide a list of buses, emergency response vehicles, other apparatus, and equipment available to assist in logistical operations during mass care and feeding in an emergency or disaster within the county.- Make available equipment, facilities, vehicles, and available personnel for mass care, feeding, and logistical support during an emergency.
The City Manager, City of Rockville	<ul style="list-style-type: none">- Provide available staff, resources, and facilities to support emergency operations.- Coordinate damage assessment operations with DPS or the Planning Group if the EOC is activated.- Provide damage assessment reports to DPS or the Planning Group if the EOC is activated, as requested.- Provide damage assessment for water supplies at the Rockville Water Treatment Plant used for drinking, sanitation, and recreational purposes.

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	<ul style="list-style-type: none"> - Provide damage assessment for City of Rockville water distribution systems and related facilities. - Coordinate debris removal and disposal operations within the City of Rockville. - Maintain law and order and provide for the security of critical facilities and resources within City of Rockville. - Order and conduct evacuations as necessary and provide for access control to evacuated areas. - Provide for traffic and crowd control. - Appoint a disaster assistance representative to coordinate locally sponsored disaster victim assistance activities within the City of Rockville. - Provide a list of buses, emergency response vehicles, other apparatus, and equipment available to assist in logistical operations during mass care and feeding in an emergency or disaster within the county. - Make available equipment, facilities, vehicles, and available personnel for mass care, feeding, and logistical support during an emergency.
The City Manager, City of Takoma Park	<ul style="list-style-type: none"> - Provide available staff, resources, and facilities to support emergency operations. - Coordinate damage assessment operations with DPS or the Planning Group if the EOC is activated. - Provide damage assessment reports to DPS or the Planning Group if the EOC is activated, as requested. - Coordinate debris removal and disposal operations within the City of Takoma Park. - Maintain law and order and provide for the security of critical facilities and resources within City of Takoma Park. - Order and conduct evacuations as necessary and provide for access control to evacuated areas. - Provide for traffic and crowd control. - Appoint a disaster assistance representative to coordinate locally sponsored disaster victim assistance activities within the City of Takoma Park. - Provide a list of buses, emergency response vehicles, other apparatus, and equipment available to assist in logistical operations during mass care and feeding in an emergency or disaster within the county. - Make available equipment, facilities, vehicles, and available personnel for mass care, feeding, and logistical support during an emergency.
Allegheny Power	<ul style="list-style-type: none"> - Provide information to the EOC on the status of electrical power service and facilities via the Internet. - Restore electrical service with consideration given to county priorities.
American Red Cross of the National Capital Area	<ul style="list-style-type: none"> - Serve as a cooperating organization for ESF #6 (Mass Care, Emergency Assistance, Housing and Human Services), ESF #8 (Public Health and Medical), and ESF #16 (Volunteer and Donations Management) and serve as a cooperating organization in support of Training and Exercises, Biological Incidents, Dam Failure Incidents, Mass Fatality Incidents, Severe Weather Incidents, and

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	<p>Terrorist Incidents.</p> <ul style="list-style-type: none"> - Participate in the decision process for opening shelters and open, staff, and operate shelters and mass care facilities in cooperation with DHHS, OEMHS, Department of Recreation, MCPs, and other county agencies as appropriate. - Provide for basic immediate needs of disaster victims (e.g., food, clothing, and shelter). - Coordinates with volunteer relief organization to ensure effective service delivery.
Baltimore Gas and Electric (BG&E)	<ul style="list-style-type: none"> - Provide information to the EOC on the status of electrical power service and facilities via the Internet. - Restore electrical service with consideration to county priorities.
Constellation Energy Services	<ul style="list-style-type: none"> - Provide information to the EOC on the status of electrical power service and facilities. - Restore electrical service with consideration given to county priorities.
Civil Air Patrol	<ul style="list-style-type: none"> - Provide air support resources to support response and recovery operations. - Assist in conducting aerial damage assessments.
DC Water and Sewer Authority (DC WASA)	<ul style="list-style-type: none"> - Ensure continuous wastewater collection services. - Emergency mitigation and damage assessment on the wastewater collection and treatment infrastructure.
Potomac Electric Power Company (PEPCO)	<ul style="list-style-type: none"> - Provide information to the EOC on the status of the electric system and facilities during a major event. - Restore and operate the electrical system with consideration given to county priorities.
Maryland-National Capital Park and Planning Commission (M-NCPPC)	<ul style="list-style-type: none"> - Provide public works services as requested in support of emergency operations. - Provide available staff, resources, and facilities to support emergency operations.
Montgomery College	<ul style="list-style-type: none"> - Provide available facilities for medical dispensing sites or town hall meetings following disasters. - Assist with damage assessment by providing damage assessment reports for the College.
Montgomery County Auxiliary Communications Service (MCACS)	<ul style="list-style-type: none"> - This includes: - Radio Amateur Civil Emergency Services (RACES); - Amateur Radio Emergency Service (ARES); - Radio Emergency Associated Communications Team (REACT); and - Other affiliated volunteer communications organizations. - Provide supplementary communications and dispatch radio operators to the

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	<p>EOC as well as to sites locations and agencies, as requested.</p> <ul style="list-style-type: none"> - Provide supplementary or back-up communications as directed by the county to cooperating organizations such as the American Red Cross and to other county and non-county agencies, as requested. - Provide flood watch reports for lowland flooding and for bridge/road closings/conditions, field reports about weather, flooding, damage, road, or bridge closings, and other situations. - Assist with Rapid Assessment or “windshield surveys” as described in the Damage Assessment Annex.
Montgomery County Public Schools (MCPS)	<ul style="list-style-type: none"> - Provide available facilities to support emergency operations for the reception and care of displaced persons, for medical dispensing sites, and for town hall meetings following disasters. - Designate pre-selected High Schools for use as a shelter[s] in an emergency. - Develop emergency feeding programs utilizing cafeteria and food service personnel to support shelter operations, if needed. - Provide for the emergency care of students and employees during normal school hours.
Montgomery County Sheriff’s Office	<ul style="list-style-type: none"> - Provide available staff, resources, and facilities to support emergency operations. - Provide security for all emergency shelters established by the county in coordination with the ARC or DHHS. - As requested, provide uniformed personnel, vehicles, and K-9 assistance to the Montgomery County Police Department.
Washington Suburban Sanitary Commission (WSSC)	<ul style="list-style-type: none"> - Conduct damage assessments of water supply, distribution and control facilities, sanitary sewer systems, and related facilities and provide assessment information to the Department of Permitting Services. - Ensure the continued supply of potable water and provide for emergency water supply and assist with distribution.
Washington Metropolitan Area Transit Authority (WMATA)	<ul style="list-style-type: none"> - Provide technical assistance to the EOC in determining the most viable transportation networks to, from, and within the disaster area. - Provide information on the operating status of the metro rail and bus systems. - Provide transportation support as needed for evacuations.
Washington Metropolitan Area Transit Police	<ul style="list-style-type: none"> - Coordinate law enforcement and security issues with the Montgomery County Police and other law enforcement authorities.
Washington Gas	<ul style="list-style-type: none"> - Provide information to the EOC on the status of the gas supply system and facilities. - Restore and operate the supply system with consideration given to county priorities.

**Table 7. Roles and Responsibilities During Emergency Operations
by State Agencies**

Agency	Roles and Responsibilities
Maryland Emergency Management Agency	<ul style="list-style-type: none"> - Lead agency for carrying out the duties in the Maryland Emergency Operations Plan. - Provide state liaison to the EOC. - Coordinate requests for federal disaster declarations including preliminary damage assessments, recovery, and mitigation program management and disaster closeouts. - Coordinate requests for state resources and assistance. - Manage the public assistance, individual assistance, and hazard mitigation programs when authorized by a federal disaster declaration. - Provide state assistance as necessary to augment county response, resources, and operational functions.
Maryland State Highway Administration	<ul style="list-style-type: none"> - Provide liaison to the EOC as requested. - Assess damages and repair/restore the State highway infrastructure. - Emergency debris removal for State roads and highways. - Provide traffic management and control. - Provide status reports on road conditions and clearance activities.
Maryland State Police	<ul style="list-style-type: none"> - Provide liaison to the EOC as requested. - Provide emergency police services and support the county in accordance with the Maryland State Police Manual of Policies, Regulations and Procedures and existing mutual aid agreements.
Maryland Department of Agriculture	<ul style="list-style-type: none"> - Provide support to the EOC as requested. - Technical assistance and support for animal or plant disease incidents. - Assist in food safety and security.
Maryland National Guard	<ul style="list-style-type: none"> - Provide logistical support as requested. - Provide transportation support as requested. - Assist in security operations. - Assist with traffic management and control. - Provide hazardous material detection and identification. - Support local law enforcement activities, as requested. - Provide additional communication equipment, as requested. - Provide medical assistance, as requested.
Maryland Department of Health and Mental Hygiene	<ul style="list-style-type: none"> - Conducts and coordinates statewide disease control activities. - Operates the state public health laboratory. - Manages the Office of the Chief Medical Examiner (OCME). - Lead agency for Strategic National Stockpile (SNS) planning and operations. - Plans and conducts statewide public health exercises. - The Secretary of Health can receive emergency powers during public health emergencies.
Maryland	<ul style="list-style-type: none"> - Oversee and unify every aspect of emergency services including firefighters,

Agency	Roles and Responsibilities
Institute for Emergency Medical Services Systems (MIEMSS)	<ul style="list-style-type: none"> dispatchers, medics, the state-run medical evacuation (medevac) helicopter program, and the state's nine trauma centers. - Dispatch state medevac. - Lead coordinating agency for the National Disaster Medical System (NDMS). - Coordinate state emergency medical services (EMS) transportation. - Provide incident guidance messages to all hospitals in the state.
Maryland Office of the Chief Medical Examiner	<ul style="list-style-type: none"> - Investigate the death of human beings as casualties associated with an emergency as authorized under Title 5 of the Health - General Article of the Annotated Code of Maryland, under the direction of the State Office of the Chief Medical Examiner. - Provide forensic investigators, pathologists, dentists, and x-ray technicians for purposes of identification of decedents. - Establish and manage, as needed, a temporary morgue and mortuary affairs collection points. - Assume jurisdiction over human fatalities after coordinating with law enforcement and other authorities such as the Federal Bureau of Investigation or the National Transportation Safety Board.
Other State Departments and Agencies	<ul style="list-style-type: none"> - During an incident other state departments and agencies may play primary, coordinating, or support roles based upon the assigned Emergency Support Functions, authorities, resources, and the specific nature of the incident.

**Table 8. Roles and Responsibilities During Emergency Operations
by Regional Entities**

Agency	Roles and Responsibilities
Metropolitan Washington Council of Governments (MWCOC)	<ul style="list-style-type: none"> - MWCOC is a not-for-profit organization representing local governments in the District of Columbia, Suburban Maryland, and Northern Virginia. The MWCOC members are the elected officials from 22 local governments in the NCR plus area delegation members from the Maryland and Virginia legislatures, the United States Senate, and the United States House of Representatives. <ul style="list-style-type: none"> o The NCR is not an operational entity. However, the MWCOC champions emergency planning, training, and exercises among the NCR jurisdictions. - MWCOC includes Human Services and Public Safety Policy Committee and a National Capital Region Emergency Preparedness Council (NCREPC). - The NCREPC is an advisory body and reports to the MWCOC Board of Directors. - The NCREPC oversees and implements the Regional Emergency Coordination Plan (RECP) and coordinates the activities of the various Regional Emergency Support Function working groups. Montgomery County is actively engaged in these activities.

- The RECP was created in September 2002 to address regional coordination and collaboration during incidents or potential incidents with regional impacts or implications.
- Various county departments and agencies are assigned responsibilities within the RECP primarily to provide information to the lead RESF in the event the RECP is activated.

**Table 9. Roles and Responsibilities During Emergency Operations
by Federal Partners**

Agency	Roles and Responsibilities
U.S. Department of Homeland Security (DHS)	The Homeland Security Act of 2002 established the U.S. Department of Homeland Security (DHS) to prevent terrorist attacks within the United States; reduce the vulnerability of the United States to terrorism, natural disaster, and other emergencies; and minimize the damage and assist in the recovery from terrorist attacks, natural disasters, and other emergencies. The act also designates DHS as “a focal point regarding natural and manmade crises and emergency planning.” DHS is responsible for the National Operations Center network that includes the Homeland Security Operations Center, or HSOC, and the overall national response to any event designated an “Incident of National Significance.”
Federal Emergency Management Agency (FEMA)	The Federal Emergency Management Agency, a component of DHS, is the primary federal agency for emergency preparedness, response, and recovery. FEMA is delegated responsibility for managing the DHS emergency response and recovery programs. The Office of Grants and Training provides a broad array of assistance to state, local, and tribal jurisdictions through funding, coordinated training, exercises, equipment acquisition, and technical assistance. The Office of Disability Integration and Coordination offers guidance, tools, methods and strategies to integrate and coordinate emergency management inclusive of individuals with access and functional needs. FEMA is organized into 10 regions. Maryland is included in FEMA Region 3, with offices located in Philadelphia, Pennsylvania. The Maryland Emergency Management Agency serves as the point-of-contact with FEMA.
Office of National Capital Region Coordination	The Office of National Capital Region Coordination was established by the Homeland Security Act of 2002 as a component of the Department of Homeland Security. The mission of this office is to oversee and coordinate federal programs for and relationships with state, local, and regional authorities in the National Capital Region.
The Federal Bureau of Investigation (FBI)	On behalf of the Attorney General, the FBI, in cooperation with other federal departments and agencies, coordinates the other members of the law enforcement community to detect, prevent, preempt, and disrupt terrorist attacks against the United States. This includes actions to prevent, preempt, and disrupt specific terrorist threats or actual incidents based upon specific intelligence or law enforcement information. The FBI will coordinate the response to weapons of mass destruction incidents.
U.S. Department	The U.S. Department of Defense has significant resources that may be available to

of Defense (DoD)	support a federal response to an Incident of National Significance. The Military District of Washington (MDW), headquartered at Fort McNair, Virginia, is responsible for conducting security and disaster relief operations in the National Capital Region. The commander of the MDW also serves as the Commander of the Joint Forces Headquarters-National Capital Region (JFHQ-NCR). The JFHQ-NCR is responsible for protecting the District of Columbia and neighboring counties and cities of Virginia and Maryland, including Montgomery County. During incidents of national significance, the JFHQ-NCR transitions to Joint Task Force National Capital Region (JTF-NCR) to coordinate appropriate levels of military support when authorized by proper authorities or as immediately required to save lives, prevent human suffering, or mitigate great property damage.
National Oceanic and Atmospheric Administration (NOAA) National Weather Service (NWS)	The National Weather Service provides weather, hydrologic and climate forecasts and warnings for the United States, its territories and adjacent waters and ocean areas. This is accomplished through a collection of national and regional centers and more than 122 local weather forecast offices. The NWS issues a comprehensive package of forecast products to support a variety of users, including the general public. The NWS operates the National Oceanic and Atmospheric Administration (NOAA) Weather Radio All-Hazards that transmits weather warnings and forecasts 24 hours a day across most of the United States. This system is also used to broadcast civil and natural emergency information in addition to that relating to weather.
Other Federal Departments and Agencies	During an incident of national significance as defined in the National Response Framework, other federal departments and agencies may play primary, coordinating, or support roles based upon the assigned Emergency Support Functions, authorities, resources, and the specific nature of the incident.

VI. *Emergency Declarations*

A. **Non-Declared Disasters**

The Chief Administrative Officer (CAO) is appointed as Emergency Management Director by the Governor of Maryland. The Emergency Management Director, or designee, may direct county departments and agencies to respond to emergencies or disasters in concert as the Emergency Management Group (EMG), outlined in the Emergency Operations Plan (EOP). This action may take place with or without a formal declaration of emergency. The expectation is that local resources will be used and exhausted first to mitigate the incident. Many emergencies are resolved in this manner and no reimbursement of costs are requested. The Emergency Management Director, or designee, may

re-direct and deploy county resources and assets as necessary to prepare for, adequately respond to, and quickly recover from emergency incidents.

For significant events in Montgomery County or a neighboring jurisdiction, the EMG may be mobilized for an Emergency Operations Center (EOC) activation to monitor the situation, to coordinate activities among the departments and agencies, and to ensure that the EMG is positioned to rapidly respond in the event of an incident.

B. General Emergencies

There are three levels of emergency declarations that may apply to a disaster or emergency within Montgomery County depending upon the scope and magnitude of the event – local, state, and federal.

1. **Local Declaration:** A local emergency declaration activates the Emergency Operations Plan and provides for the expeditious mobilization of county resources in responding to a major incident.
2. **State Declaration:** A declaration of an emergency by the Governor of Maryland that includes Montgomery County provides the county access to the resources and assistance of the departments and agencies of the state, including the National Guard, in the event local resources are insufficient to meet the needs.
3. **Federal Declaration:** The Governor of Maryland may request a federal emergency or major disaster declaration. In the event that Montgomery County is declared a federal disaster area, the resources of federal departments and agencies are available to provide resources and assistance to augment those of the county and the state.

C. Local Emergency Declaration

- Section 2-17 of the County Code prescribes the authorities pertaining to the declaration of local emergencies. The County Executive may declare a local emergency.

- Public Emergencies, which include disasters, are those situations which require “extraordinary measures to be taken to protect the public health, safety, and welfare”.
- A local emergency is declared when, in the judgment of the County Executive, the threat or actual occurrence of an emergency or disaster is of sufficient severity and magnitude to warrant a coordinated response by the various county departments, agencies, and voluntary organizations.
- Upon the declaration of a local emergency, the County Executive acquires emergency powers that include ordering of curfews, public quarantines, rationing, public distribution of food and water supplies, closing of highways and ordering evacuations to ensure public health and safety. The declaration of a local emergency activates the EOP and applicable provisions of the plan.
- The Officer of Emergency Management and Homeland Security (OEMHS) will notify county departments, offices, municipalities, and cooperating organizations of the date and time for such emergency declarations and its termination.
- A local emergency declaration and any order issued under it, takes effect immediately at the date and time of the declaration. The County Executive or designee will promptly issue a news release or other announcement, and publicize any actions taken by all means reasonably available under the circumstances. To the extent permitted by the circumstances the County Executive or designee will notify and consult with the Council President or the President’s designee before announcing a local emergency declaration to the news media and public.
- A state of Public Emergency expires after three days unless during that period the County Council approves its continuation. If the Council is not able to meet during the three-day period, the Council President or the President’s designee may extend the state of emergency until the Council can meet.

Within 30 days after the end of any state of emergency or any other

incident that required the activation of the Emergency Operations Center the Executive or the Executive's designee must inform the Council of the facts of the event; any casualties, damages, or costs; and long-term implications of the event. Within 60 days, the Executive or the Executive's designee must give the Council an update of the initial briefing and a list of lessons learned.

D. State Emergency Declaration

- The Maryland Emergency Management Act, found in the Annotated Code of Maryland, Public Safety Article, § 14-101, et. seq., prescribes the authority and implications of a declaration of a state of emergency by the Governor.
- The Governor may declare a state of emergency to exist whenever the Governor finds an emergency has developed or is impending due to any cause. The state of emergency is declared by executive order or proclamation.
- The Governor's declaration of a state of emergency provides for the expeditious provision of assistance to local jurisdictions included in the declaration, including use of the Maryland National Guard.

E. Federal Emergency and Major Disaster Declarations

- Under the provisions of the Robert T. Stafford Act, the Governor may request the President to declare a major disaster or emergency declaration for incidents that are (or threaten to be) beyond the scope of the state and local jurisdictions to effectively respond.
- A Presidential Major Disaster Declaration puts into motion long-term federal recovery programs, some of which are matched by state programs, and designed to help disaster victims, businesses, and public entities.
- An Emergency Declaration is more limited in scope and without the long-term federal recovery programs of a Major Disaster Declaration. Generally, federal assistance and funding are provided to meet a specific emergency need or to help prevent a major disaster from

occurring.

- The major disaster or emergency declaration designates the political subdivisions within the state (normally counties and independent cities) that are eligible for assistance. The table below presents the three major categories of disaster aid available under a Major Disaster Declaration.

Table 10. Types of Federal Disaster Assistance

Type of Assistance	Description
Individual Assistance	<p>Aid provided to individuals and households in the following forms:</p> <ul style="list-style-type: none"> • Disaster Housing provides up to 18 months temporary housing assistance for displaced persons whose residences were heavily damaged or destroyed. Funding also can be provided for housing repairs and replacement. • Disaster Grants may be available to help meet other serious disaster related needs and necessary expenses not covered by insurance and other aid programs. These may include replacement of personal property, transportation, medical, dental, and funeral expenses. • Low-Interest Disaster Loans may be available after a disaster for homeowners and renters from the U.S. Small Business Administration (SBA) to cover uninsured property losses. Loans may be for repair or replacement of homes, automobiles, clothing, or other damaged personal property. Loans are also available to businesses for property loss and economic injury. • Other Disaster Aid Programs include crisis counseling, disaster-related unemployment assistance, legal aid and assistance with income tax, Social Security, and Veteran's benefits. Other state or local help may also be available.
Public Assistance	<p>Aid provided to state or local governments to pay part of the costs of rebuilding a community's damaged infrastructure. Public Assistance may include debris removal, emergency protective measures and public services, repair of damaged public property, loans needed by communities for essential government functions, and grants for repair</p>

	of damaged public and private nonprofit schools and educational facilities.
Hazard Mitigation	Funding for measures designed to reduce future losses to public and private property.

F. Other Declarations

Several federal agencies have independent authorities to declare disasters or emergencies. These authorities may be exercised concurrently or become part of a major disaster or emergency declared under the Robert T. Stafford Act. These other authorities include:

- The administrator of SBA may make a disaster declaration based upon physical damage to buildings, machinery, equipment, homes, and other property as well as economic injury.
- The Secretary of Health and Human Services may declare, after consultation with public health officials, a public health emergency in the event of a significant outbreak of infectious diseases or bioterrorist attack.
- The U. S. Army Corps of Engineers may issue a disaster declaration in response to flooding or coastal storms.
- The Secretary of Agriculture may declare a disaster in certain situations in which a County sustains a production loss of 30 percent or greater in a single major enterprise.
- The Secretary of Commerce may make a declaration of a commercial fisheries failure or fishery resources disaster.
- A federal On-Scene-Coordinator (OSC) designated by the U.S. Environmental Protection Agency, U.S. Coast Guard, or the U.S. Department of Energy, under the National Contingency Plan, has the authority to direct response efforts at the scene of a discharge of oil, hazardous substance, pollutants, or contaminants, depending upon the location, area of responsibility agreements, and source of the release.

G. The Declaration Process

- A local emergency may be declared by the County Executive.
- The county's health officer may declare a public health emergency in concert with State Health Officer and County Executive. Declaration of public health emergencies requires coordination with the County Executive to utilize resources of the County Department Health and Human Services and other County departments.
- The local emergency declaration may be based upon reports of an actual event or on the forecast or prediction of emergency conditions. OEMHS is responsible for monitoring incidents and events through the ECC and other information sources and providing information and support to the County Executive in the process of declaring a local emergency.
- Whenever a local emergency has been declared, the Emergency Management Director will immediately notify the Maryland Emergency Management Agency (MEMA).
- A local emergency must be declared and local resources fully committed before state and federal assistance is requested.
- Within a maximum of 24 hours of an emergency or disaster event, OEMHS will submit a local situation report to the state EOC. For a significant incident, the situation report will be followed by an official damage assessment as soon as specific damage information is available. Based upon the request of the Emergency Management Director or other information available, the Governor may declare a state of emergency.
- As noted above, the Governor's declaration of a state of emergency provides for expedited assistance from the state departments and agencies and the National Guard.
- Once a determination is made by MEMA that the event is, or may be, beyond the capabilities of the county and state, the Governor may request assistance from the Federal Emergency Management Agency (FEMA) to conduct a more thorough joint federal/state Preliminary

Damage Assessment (PDA).

- A PDA is an onsite survey of the affected area(s) by federal and state officials to determine the scope and magnitude of damages caused by the event. Generally, a PDA is conducted prior to an official request by the Governor for a declaration of an emergency or major disaster by the President. OEMHS will provide assistance in facilitating the PDA process within the county.
- Depending upon the extent and scope of damages provided in the initial reports, PDA groups may be organized to assess damage to private property (Individual Assistance) and/or public property (Public Assistance).
- For events of unusual severity and magnitude, state and federal officials may delay the PDA pending more immediate needs assessment activities.
- The PDA process verifies the general magnitude of damage and whether federal assistance will be requested.
- Based upon the results of the PDA and consultations with FEMA, MEMA will prepare for the Governor's signature an official request for an emergency or major disaster declaration. Upon receipt of an approved Presidential Emergency or Major Disaster Declaration, all departments and agencies with roles and responsibilities under this plan will be notified by OEMHS.
- The Presidential Declaration will stipulate the types of federal assistance authorized for the county.

VII. *Concept of Operations*

A. **Introduction**

This section outlines Montgomery County's concept of operations for responding to emergencies and disasters. It provides background information on the National Incident Management System (NIMS), identifies authorities for emergency response, defines command and control structures and lines of authority, describes the roles and organization of the Emergency Operations Center (EOC), and outlines how emergency operations will be conducted under the Emergency Operations Plan (EOP).

Montgomery County has the responsibility to respond to protect lives and property and to assist in recovering from the emergency. The county will use a whole community approach by being prepared to supplement its emergency resources with those provided by private organizations and organized volunteer efforts. If the capabilities within the county are exceeded or anticipated to be exceeded, the county will request assistance from other jurisdictions as well as other state and federal resources.

Montgomery County has adopted the federally-mandated NIMS as the county standard for incident management. NIMS incorporates the Incident Command System (ICS) as the national standard for incident management. The EOP has incorporated these concepts with the base plan and annexes as appropriate.

Montgomery County follows Chapter 7 under Title II of the Americans with Disabilities Act and FEMA's *Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters* as a best practice.

B. **Delegations of Authority**

The following delegations of authority establish the basis for conducting emergency operations within Montgomery County.

Authority of County Executive (Chapter 2 of the Montgomery County Code, 1994 as amended)

- The County Executive is authorized to declare a local state of emergency responsible for organizing emergency management and directing emergency operations through the regularly constituted government structure, and using equipment, supplies, and facilities of existing departments, offices, and agencies of the county to the maximum extent practical.
- The County Executive is hereby authorized and empowered to use or to direct the use of any and all facilities, equipment, buildings and land belonging to the county, including trucks, school buses, motors, tools, buildings and any other equipment and property of the county for such purposes and in such manner that shall be necessary for the welfare and benefit of the citizens of the county for the duration of the war or other public emergency and thereafter and also, subject to any contractual obligations to the contrary, to direct any employees hired by the county in connection with the operation and maintenance of facilities, equipment, school buses and trucks to perform such duties, as will, in the discretion of the county executive aid the war effort and any other emergency use to promote the general welfare and benefit of the county; and the county executive may prescribe a pecuniary charge against any person, using such equipment, facilities, buildings and land provided by the county executive in the exercise of authority and power, and in the exercise of this power and authority the county executive is further authorized to purchase and hire additional equipment to carry out the purposes of this section and to establish parking lots. The jurisdiction or regulatory power of the public service commission shall not extend to the special transportation facilities, activities and services furnished in the exercise of authority and power by the county executive and the county executive is hereby further authorized and empowered to pay for the services, facilities, and the purchase and hire of additional equipment from any fund that may be available or that may be made available or levied for. (Mont. Co. Code 1965, § 2-18; 1943, ch. 188; 1970 L.M.C., ch. 9, § 1.)

Authority of the Chief Administrative Officer as the Emergency Management Director

- The County Executive delegates to the Chief Administrative Officer (CAO) responsibility for the management and operation of county

government, and as such the CAO is empowered to employ the considerable resources of the government in order to mitigate the results of an emergency.

- The CAO, as the Governor's duly appointed Emergency Management Director, is empowered to employ the considerable resources of the county during times of emergency to alleviate suffering and respond to the needs of its citizens.

Authority of On-Scene Incident Commanders

- The Emergency Management Director delegates authority to the Fire & Rescue Chief, Police Chief, Director of the Department of Health and Human Services, and the Director of the Department of Environmental Protection to appoint on-scene incident commanders and establish standard operating procedures to guide management of emergency operations. Upon arrival at an emergency, the senior fire, police, health, or public works official on scene will establish "incident command" and designate a command post location in order to manage the emergency. Incidents that begin as a single department response may evolve into an operation requiring a multi-department and multiagency response to meet actual or expected needs and it is the responsibility of the IC to request such support in a timely manner.

Authority of County Agency Directors

- The County Executive delegates authority to each county department and agency director to carry out his/her assigned duties and responsibilities. In the absence of the Director, an acting director will assume his/her assigned duties and responsibilities. Each agency will have a Continuity of Operations Plan (COOP) that identifies lines of authority and succession within the respective agency.

C. Overview of Emergency Operations

Montgomery County initial response activities are primarily performed at the field level. Emphasis is placed on minimizing the effects of the emergency or disaster. Field responders use the Incident Command System (ICS) to organize response to the emergency or disaster,

incorporating the functions, principles, and components of ICS (e.g., unified command, action planning, span of control, and hierarchy of command). The incident command organizational structure develops in a top-down, modular fashion that is based upon the size and complexity of the incident. As needed, separate functional elements can be established, each of which can be further sub-divided, if needed. Responsibility for the establishment and expansion of the ICS organization ultimately rests with the Incident Commander (IC) who bases the organization on the requirements of the situation. As incident complexity increases, the organization expands from top down as functional responsibilities are delegated. The chart below depicts the standard ICS organization.

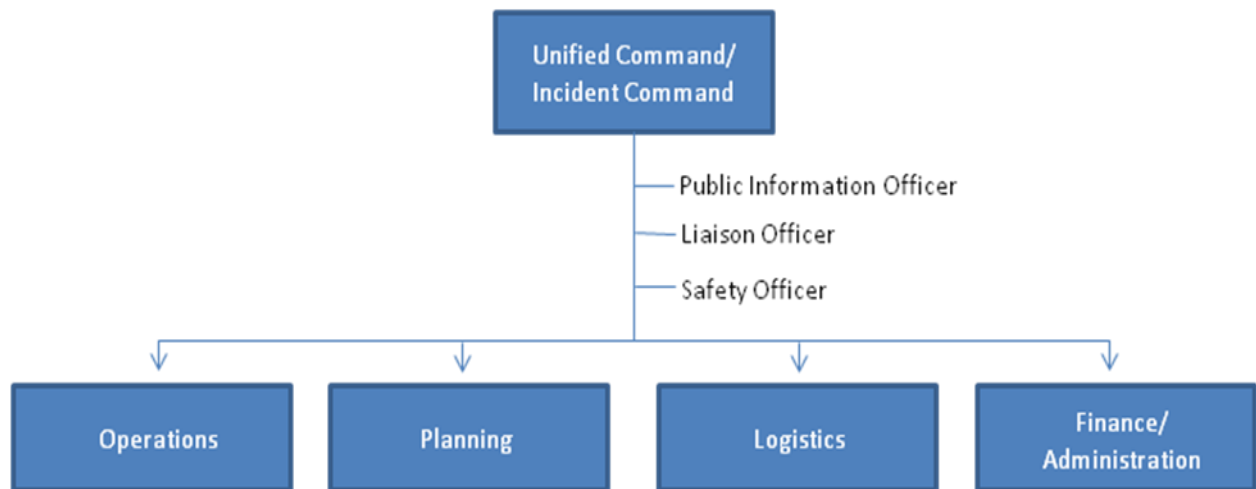


Figure 2. Incident Command System Structure

Once an emergency or disaster has occurred or is imminent the responding department or agency will establish on-scene incident command. This includes designating an Incident Commander and establishing an Incident Command Post (ICP). Depending upon the scope and magnitude of the event, the ICP may be a designated emergency vehicle or may evolve into a more formal facility. The ICP may evolve over the course of the incident as dictated by the situation. The IC is responsible for managing all on-scene tactical operations.

The IC is the individual responsible for all incident activities including the development of incident objectives, approving on-scene strategies and tactics, and the ordering and release of on-scene resources. The IC is delegated overall authority and responsibility for conducting incident operations.

For example, in the event of a tornado touch down within the county that causes localized damage, Fire and Rescue Services will respond and establish on-scene command. The IC may request assistance from other departments such as the Police Department for traffic control and security through the department's chain-of-command. Initial response activities include:

- Making all necessary notifications;
- Disseminating warnings, emergency public information, and instructions to the affected population;
- Conducting evacuations and/or rescue operations;
- Caring for displaced persons and treating the injured;
- Conducting initial damage assessments and surveys;
- Assessing the need for mutual aid assistance;
- Restricting movement of traffic/people and unnecessary access to affected areas;
- As necessary, establishing a Unified Command (UC); and
- Developing and implementing Incident Action Plans (IAP).

The IC, as necessary, may request additional resources through established mutual aid agreements with neighboring jurisdictions. For incidents when there is more than one agency with incident jurisdiction or when the incident crosses political jurisdictions a UC will be established. Agencies work together through the designated members of the UC to establish common objectives and strategies under a single IAP. An example may be a major transportation accident that involves the release or potential release of hazardous materials. In this case, a UC between the Police Department and Fire and Rescue Services may be established.

When a single incident covers a large geographical area or there are multiple incidents, multiple local ICS organizations may be required. For example, a tornado may touchdown in several areas of the county creating separate areas of damage. When multiple organizations are operational, it may be necessary to establish an Area Command (AC) organization.

An AC is an organization established to oversee the management of multiple incidents that are being handled by an ICS organization or to oversee the management of large or multiple incidents. AC has the responsibility to set overall strategy and priority, allocate critical resources according to the priorities, ensure that all incidents are properly managed and established objectives are achieved. The decision to establish an AC will be made by the chief of the department responsible for incident command.

D. Emergency Support Functions (ESFs)

Montgomery County organizes the various departments, agencies, and cooperating organizations into 16 ESFs to facilitate planning and coordination prior to an incident and to achieve an effective emergency response and recovery.

Each ESF has an assigned primary agency, designated support agencies and cooperating organizations. The primary agencies are designated because they either have statutory responsibility or the prerequisite expertise and resources due to their programmatic or regulatory responsibilities. The 16 ESFs and the primary agencies are shown in Table 11.

Table 11. Montgomery County Emergency Support Functions

ESF #	Title	Primary Agency
1	Transportation	Department of Transportation
2	Communications	Technology Services
3	Public Works and Engineering	Department of Environmental Protection
4	Firefighting	Fire and Rescue Services
5	Emergency Management	Office of Emergency Management and Homeland Security
6	Mass Care, Emergency Assistance, Housing and Human Services	Department of Health and Human Services
7	Logistics Management and Resource Support	Department of General Services
8	Public Health and Medical	Department of Health and Human Services / Public Health Services
9	Urban Search and Rescue	Fire and Rescue Services
10	Oil and Hazardous Materials	Fire and Rescue Services

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	Response	
11	Agriculture and Natural Resources	Department of Health and Human Services
12	Energy	Department of General Services
13	Public Safety and Security	Montgomery County Police Department
14	Long-Term Community Recovery	Office of Emergency Management and Homeland Security
15	External Affairs	Public Information Office
16	Volunteer and Donations Management	Office of Emergency Management and Homeland Security

The primary agency is responsible for all pre-incident planning and coordination to facilitate the preparedness of all ESF support agencies and cooperating organizations to provide resources and perform assigned operational roles.

The primary agency is responsible for developing and maintaining the annex to the EOP as well as supporting operating procedures. The annex will be developed in accordance with Office of Emergency Management and Homeland Security (OEMHS) guidelines.

More detailed information on each of the ESFs is provided in the corresponding emergency support function annexes.

Information on primary and support agency and cooperating organization responsibility for specific incidents is provided in the incident specific annexes.

Additional information on primary and support agency and cooperating organization responsibilities for functional annexes can be found in Section 4 of this plan.

ESFs will be activated as needed to support actual or anticipated requirements and will provide representatives to the EOC upon activation.

E. Emergency Operations Center (EOC)

Any emergency situation requiring more than routine coordination and assistance, and generally involving multiple jurisdictions, such as moderate flooding in multiple locations, may result in the mobilization of the Emergency Management Group (EMG) in the activated EOC. The CAO or his designee has the authority to order a full activation of the EOC for a declared State of Emergency. Many of the departments represented in the EMG will have procedures for coordinating their department's response, such as a department operations center (DOC). These DOCs are typically off-site and they are designed to provide support to the IC and to coordinate not only resources, assessment and information regarding the department's emergency operations but also for continuity of its operations serving the public. In these circumstances, the EMG representative at the EOC serves as a department liaison for the DOC. DOCs will coordinate their activities with the EOC and will provide regular status updates on emergency operations, assessments and resource requirements through their department's representative.

Departments that do not have an EMG representative at the EOC may also establish a DOC to coordinate the department's emergency operations and provide assistance as requested by the Disaster Manager. During emergencies, DOC functions include managing department resources, managing administrative functions relevant to the incident, coordinating exchange of equipment, enhancing department continuity of operations, and determining current and projected resource needs, and planning for demobilization and restoration.

If a further expansion of EMG representatives is required due to evolving operations and escalating complexity of the emergency incident, appropriate personnel will be notified and directed to report to the EOC. Department/organization representatives must have the authority to make decisions, coordinate resources, provide information, and advise the CAO and CE. .

The EOC serves as a multi-agency support and coordination facility with jurisdictional responsibility for Montgomery County and, as appropriate, its incorporated cities, towns, and villages. The EMG representatives mobilized in the EOC coordinate requests for outside resources from neighboring jurisdictions, the state and if necessary the federal government. When the EOC is activated, communication and coordination will be established between the IC(s) and the EOC. IC(s)

will request resources and other support as required through the EOC unless there is an Area Command(AC) established. When an AC is in place, ICs will request support through that organization. The AC will coordinate as needed with the EOC to fulfill field operations resource requests.

The EOC will establish operational periods as a basis for the incident action planning process in support of the IC. Typically, during 24-hour operations the operational periods are 0700 to 1900 and 1900 to 0700. The planning process is designed around identifying expected accomplishments over the next operational period. An EOC Action Plan (EAP) will be produced for each operational period to communicate overall EOC objectives.

The major functions of the EMG are as follows:

- Provide support to the on-scene IC(s) in such areas as communications, alert and warning, transportation, protective actions, and identifying additional resources;
- Provide overall coordination of emergency operations throughout the county;
- Provide coordination and liaison with local, state, and federal government agencies as well as with private sector resources;
- Provide management of mutual aid resources and coordinate requests for resources from the state, the NCR jurisdictions, and the federal government as necessary to support emergency operations;
- Establish prioritization of resources for emergency response operations;
- Collect, evaluate and disseminate damage assessment and other emergency related information; and
- Coordinate the development and dissemination of emergency information to the residents of the county.

The EMG organization structure is depicted in Figure 3.



Figure 3. Emergency Operations Center Support Group Organization Structure

EMG operations within the EOC will be organized and conducted with established operational procedures, checklists, and job aids.

In the event that county capabilities are exceeded, the County Executive may request assistance from the state as outlined in the Maryland Emergency Operations Plan. Requests for state assistance will be coordinated by OEMHS through the State Emergency Operations Center (SEOC). The SEOC will serve as the state command center for coordinating state emergency response operations. Generally coordination between the county and the state will be through the Disaster Manager to the SEOC.

Depending upon the scope and magnitude of the incident the Governor will request federal assistance if necessary through FEMA.

During a disaster the EMG is responsible for developing and implementing strategic decisions. The EMG Chair will:

- Recommend emergency policy decisions to CE;
- Direct the implementation of emergency policy decisions;
- Provide strategic direction and priorities for emergency support operations including multi-department and multi-agency coordination into a unified system and providing timely information to the public to prevent harm
- Provide direction to agencies performing emergency activities;
- Authorize issuance of public evacuation recommendations; and
- Resolve resource and policy issues.

The Disaster Manager is responsible for the staffing and operations of the EOC and directs the activities of the OEMHS staff supporting the EOC. The Disaster Manager ensures that EMG policies and priorities are implemented. The Disaster Manager also establishes EMG objectives based upon coordination with the IC(s) and directs strategic and contingency planning efforts to address incident-related concerns and issues. The Disaster Manager establishes the operational periods for the EMG and approves the EOC Action Plan (EAP). The Disaster Manager is supported by a public information officer, a liaison officer, a risk management representative, and a representative from the County Attorney's Office. The Disaster Manager is appointed by the CAO.

The **EOC Emergency Services Group** provides support to field operations directed towards reducing the immediate hazard, saving lives and property, establishing situational control, and restoring normal conditions. This group also ensures that policy and resource decisions related to operations are implemented. This group is comprised of the following ESFs:

- ESF #4 (Firefighting),
- ESF #9 (Urban Search and Rescue), and

- ESF #10 (Oil and Hazardous Materials Response).

The **EOC Community Services Group** provides support to response operations by coordinating mass care and sheltering and public health and medical efforts. This group also coordinates the volunteer and donations management operations. This group is comprised of the following ESFs:

- ESF #6 (Mass Care, Emergency Assistance, Housing and Human Services);
- ESF #8 (Public Health and Medical);
- ESF #11 (Agriculture and Natural Resources); and
- ESF #16 (Volunteer and Donations Management).

The **EOC Infrastructure Support Group** is responsible for coordinating the status of and the provision of infrastructure services such as transportation and utilities. It is also responsible for the acquisition and movement of supplies, equipment, and personnel in support of the response operations in the field. This group also provides for the establishment of operating facilities needed to support on-going response and recovery operations. This group is comprised of the following ESFs:

- ESF #1 (Transportation);
- ESF #3 (Public Works and Engineering);
- ESF #7 (Logistics Management and Resource Support); and
- ESF #12 (Energy).

The **EOC Public Safety and Municipality Support Group** is responsible for the coordination of law enforcement services and liaison with the Montgomery County municipalities. In municipalities that are affected by the incident, services provided directly by the municipality, such as public works or law enforcement is coordinated through this group with other ESFs located within other EOC groups. This group is comprised of the following ESF:

- ESF #13 (Public Safety and Security).

The **EOC Operations Support Group** collects, analyzes, displays, and disseminates information related to the incident and the status of

operations. This group also collects and maintains information on the status of all resources assigned by the EOC. The group is responsible for facilitating the incident action planning process for the EOC and produces the EOC Action Plan. The group prepares situation reports, briefings, map displays, and collects and consolidates damage assessment information. This group also provides communications support to the operation and is responsible for establishing long-term recovery operations. This group is comprised of the following ESFs:

- ESF #2 (Communications);
- ESF #5 (Emergency Management); and
- ESF #14 (Community Recovery).

F. Joint Information Systems (JIS)

The JIS refers to processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations. Effective communications with the public is critical during emergency situations. Within Montgomery County, the Joint Information Center (JIC) may be established to provide public information during emergency operations. The Public Information Office is the primary agency for establishing and staffing a JIC under the JIS as described in the ESF #15 (External Affairs) Annex.

For small-scale emergency response operations, normally involving only one agency or the Fire and Rescue Services and Montgomery County Police Department, the on-scene Incident Commander determines the need for notifications and all public information is coordinated through the lead agency's Public Information Officer. As needed, the ICS command staff will include a Public Information Officer. Whenever Police, Fire and Rescue or other county department designates an on-scene public information officer, that individual will coordinate release of information with the Incident Commander and appropriate department directors. All released information and updates will be relayed to the Public Information Office. As an incident or threat escalates and a local emergency is declared, the Public Information Office will assume responsibility for all public information. The Public Information Office in coordination with the CAO will determine the need to

activate a JIC. If activated, the JIC will operate as the coordination center for all public information activities related to the incident.

G. Continuity of Operations (COOP)

A major incident or emergency could include injury, illness, or death of key county officials, the partial or complete destruction of established facilities, and the destruction of vital public records essential to the continued operations of the government. It is essential that law and order be preserved, public safety and welfare be maintained and government services continued.

Continuity of leadership and government services is particularly important with respect to emergency services, direction of emergency response operations, and management of recovery activities. Under the State of Maryland concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while additional resources may be provided from other local, state, or federal sources. A key aspect of this system is the continued capability to communicate official requests, situation reports, and other emergency information throughout the event.

To ensure continuity of government, the following elements are addressed in the Montgomery County COOP Plan:

- Line of succession (minimum three "deep") for essential agency positions;
- Pre-delegation (in writing) of emergency authorities to key officials;
- Provision for the safeguarding of vital records and systems;
- Protection of facilities and personnel; and
- Provision for relocation to alternate operating facilities.

All Montgomery County departments and agencies are responsible for developing and maintaining an agency-specific continuity of operations plan in accordance with county guidelines and standards.

H. Continuity of Government (COG)

Montgomery County maintains a Continuity of Government (COG) plan.

The overall purpose of the COG plan is to ensure the continuity of essential

functions under all circumstances that may disrupt normal operations. One of the key objectives for the COG plan is to reduce the consequences of a disaster to full normal operations. The COG plan will make clear what provisions the County must undertake to sustain operations resulting from a weather related emergency, public health epidemic, or a manmade disaster that may result in the County's infrastructure being threatened.

I. Phases of Response Operations

The following three phases will be used by Montgomery County in conducting response operations:

1. **Increased Readiness:** For disasters or events with an advance warning, such as a weather forecast or other warning, actions will be taken prior to the projected impact to save lives and protect property. During this phase, warning systems may be activated, resources mobilized and positioned for immediate use, the EOC activated, and evacuations implemented as appropriate.
2. **Immediate Response:** During this phase, the emphasis will be on saving lives, controlling the situation, and minimizing the effects of the disaster. Immediate response activities are accomplished within the impacted communities by county departments and agencies supported by local mutual aid and segments of the private sector. During this phase, an incident command post may be established and the EOC may be activated and emergency instructions issued to the public.
3. **Sustained Response:** As the emergency continues, assistance is provided to those affected and efforts are made to reduce secondary damage. Regional, statewide mutual aid and federal assistance may be provided. Response support facilities may be established.

J. Resource Ordering and Management

The following are sources or potential sources for resources that may be available to the county in responding to disasters and emergencies:

1. Personnel, staff, equipment, and facilities belonging to Montgomery County;
2. Resources available from neighboring jurisdictions through local mutual aid agreements;
3. Resources available from the private sector through acquisition/purchasing;
4. Resources of the State of Maryland including the National Guard;
5. Mutual aid resources from other states through the Maryland Emergency Management Assistance Compact (MEMAC) and the Emergency Management Assistance Compact (EMAC);
6. Mutual aid available through the Maryland Statewide Mutual Aid Program;
7. Mutual aid resources available through National Capital Region Mutual Aid Agreements; and
8. Resources available from the federal government under the National Response Framework.

The Code of Montgomery County, Chapter 2, Administration, authorizes the County Executive, in collaboration with other public and private agencies within the State of Maryland or other states or localities within other states, to develop mutual aid or reciprocal assistance in case of disaster too great to be dealt with unassisted.

If County resources are exhausted, the Disaster Manager will submit the request to the state or request mutual aid assistance from outside jurisdictions within the state or other local jurisdictions within the NCR. Note that this provision does not apply to existing “automatic” aid/mutual aid agreements.

Montgomery County Police Department and Fire and Rescue Services have standing inter-departmental agreements and memoranda of understanding (MOUs) which are practiced daily. During initial operational periods, these agreements will be utilized to the extent resources are available and will be coordinated through the respective ECCs. Beyond this, the Police Department and Fire and Rescue Services have additional automatic mutual aid agreements with regional and state partners. Maryland, other state and non-governmental agency resources and federal resources are accessed through the EOC per established procedures.

All county government organization requests for outside assistance must be made through the EOC when a “Local State of Emergency” exists, so that countywide requests can be tracked and prioritized. The Operations Support Group Leader at the EOC is responsible for tracking resource requests on behalf of the EOC.

MEMA operates a statewide mutual aid program, the Maryland Emergency Management Assistance Compact (MEMAC) as a supplement to day-to-day automatic mutual aid agreements. Requests for statewide mutual aid will be coordinated by the Disaster Manager.

Mutual aid assistance from other states is available through the Emergency Management Assistant Compact. A Governor’s Proclamation of a State of Emergency must be in place to request EMAC assistance. The Disaster Manager, supported by the Logistics and Operations Sections will process and manage requests for EMAC assistance in accordance with procedures established by MEMA.

If state resources are exhausted, MEMA will request outside assistance from the federal government provided that a federal declaration of an emergency or major disaster is in place.

Support by military units may be requested through the SEOC provided that a Governor’s State of Emergency Declaration including Montgomery County is in place. Military forces, when made available, will support and assist local agencies, and may receive from the County Executive or his/her designated representative, mission-type requests, to include objectives, priorities, and other information necessary to accomplish missions.

Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Emergency resources may be sent from Montgomery County to assist adjoining jurisdictions. Such assistance will be in accordance with existing mutual aid agreements.

Figure 4 below depicts the flow of resource requests and assistance during significant events when State and federal resources are available through the appropriate emergency and disaster declarations.

Flow of Requests and Assistance During Large Scale Incidents

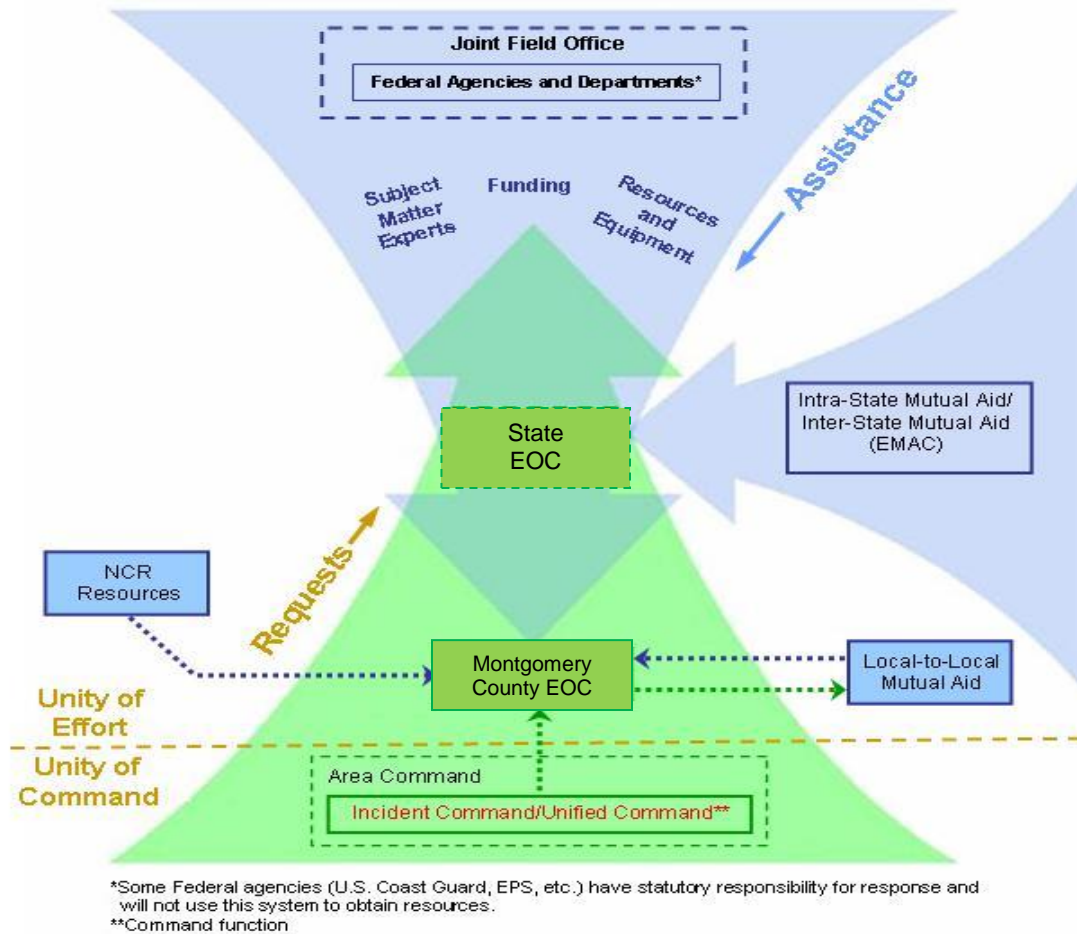


Figure 4. Resource Assistance Process

K. Evacuations

Montgomery County can experience a number of hazards including both natural and man-made events such as floods, hurricanes, hazardous material incidents, and acts of terrorism that may necessitate an evacuation of nearby residents, businesses, and other facilities in order to save and protect lives. The County is prepared to evacuate out of the jurisdiction and to receive evacuees from other jurisdictions as necessary. This includes supporting evacuation for the general population and people with access and functional needs.

Montgomery County defines three stages for evacuations:

1. **Selected:** An evacuation event limited to a specific building or neighborhood requiring a limited number of residents being evacuated and possibly sheltered;
2. **Staged:** An evacuation event requiring multiple neighborhoods or communities being evacuated and possibly moved to various shelter sites within the county; and
3. **Full-Scale:** An evacuation event requiring all persons within an entire geographical area being evacuated to multiple locations.

The Incident Commander of an emergency which necessitates shelters to be opened and/or evacuation will establish the zone around the impacted or potentially impacted area that will require evacuation in order to ensure public safety. The IC will be supported by other departments and agencies as required to establish temporary shelters or reception centers provide for notification to the affected area, provide traffic management and control and other support as necessary.

Depending upon the scope and magnitude of the incident a Unified Command including Fire and Rescue Services and Montgomery County Police Department may be established to direct and control the evacuation of the area specified and to implement and coordinate notification to area residents and businesses and provide direction for the orderly evacuation of the area.

If the nature of the incident is escalating rapidly or large areas are impacted, the EOC may be activated to support the Incident Commander.

L. Functional and Access Needs

The Community Services Group, under the leadership of the Department of Health and Human Services (DHHS), in partnership with the American Red Cross is responsible for establishing and operating shelters for residents and visitors who have been evacuated from a high risk area or in response to an actual incident. As needed, accessible transportation services will be arranged through the Department of Transportation, and pet sheltering will be coordinated through the Montgomery County Police Department Animal Services Division and the County Animal Response Team (CART).

During mass care events and emergency sheltering operations, emergency response staff are expected to respond to a wide range of resident social, health, and medical needs. Children and adults with disabilities will have equal access and opportunity to all emergency programs and services. Shelter disaster health services are based on the American Red Cross "Disaster Health Services Protocol," the Montgomery County DHHS "Shelter Disaster Health Services Protocol for Nursing Personnel," and the provision of functional needs support services (FNSS) as outlined in FEMA's "Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters. "Some shelter residents will present unique needs during an emergency and thus require planned communication, registration, transportation, and sheltering strategies to meet their needs. Montgomery County will be guided by the tenets of functional need support services which are services that enable individuals to maintain their independence in a general population shelter. These vital services include making reasonable modification to shelter policies, practices, and procedures; access to and use of durable medical equipment and consumable medical supplies; assistance with activities of daily living (ADLs) through personal assistance services; and provision of other goods and services as needed to support resident health and independence. If the medical care needs of a resident are beyond the nursing and certified nursing assistant services provided through the County's Shelter Disaster Health protocols, an appropriate alternate placement will be developed in consultation with the resident and, when appropriate, family members or caregivers.

As the immediate threat to life, property, and the environment subsides, the rebuilding of Montgomery County will begin through various recovery activities. Recovery activities involve the restoration of services to the public and rebuilding the affected area(s). Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat facing the operational area. Recovery operations may begin concurrently with response operations or may represent a continuation of actions initiated during the response phase.

Short-term recovery is generally any activity to return vital life-support systems and critical infrastructure to minimum operating standards. Short-term recovery operations will begin during response and will focus on rapid

debris removal and cleanup, and a coordinated restoration of essential services such as electricity, water, and sanitary systems. Generally, the EOC will continue operations to manage short term recovery.

Long-term recovery (See ESF# 14) includes any activity designed to return life to normal or an improved state such as business resumption, employment, and rebuilding efforts. The goal of long-term recovery is to restore facilities to pre-disaster condition in accordance with current permitting standards. Long-term recovery includes hazard mitigation activities, restoration, or reconstruction of public facilities, and recovery of disaster response costs.

Although there is no clear line between the response and recovery phases, the command and control, coordination, and resources to serve disaster victims transitions from immediate needs to a more deliberate process of program delivery. Recovery activities may include coordination with the state and federal government for administering state and federal assistance.

Generally, the termination of the local declaration of emergency and/or the closing of the EOC will signal the formal transition to the recovery phase. OEMHS is the lead agency for recovery and will assume incident command upon the approval of the Emergency Management Director.

The formal transition from response to recovery and the transfer of incident command to OEMHS will be announced to all departments and agencies using existing notification protocols and procedures.

VIII. Acronyms

ADA	Title II of the Americans with Disabilities Act
AEOC	Alternate Emergency Operations Center
ARES	Amateur Radio Emergency Service
BG&E	Baltimore Gas and Electric
CAO	Chief Administrative Officer
CAP	Corrective Action Program
CERT	Community Emergency Response Team
CISM	Critical Incident Stress Management
COOP	Continuity of Operations Plan
DEP	Department of Environmental Protection
DHHS	Department of Health and Human Services
DHS	Department of Homeland Security
DOC	Department Operation Centers
DoD	Department of Defense
DPS	Department of Public Safety
EAS	Emergency Alert System
ECC	Emergency Communications Center
EMAC	Emergency Management Assistance Compact
EMAP	Emergency Management Accreditation Program
EMG	Emergency Management Group
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FNSS	Functional Needs Support Services
FRS	Fire and Rescue Services
GIS	Geographic Information Systems

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HIRA	Hazard Identification and Risk Analysis
HSD	Homeland Security Directorate
IAP	Incident Action Plan
IC	Incident Command
ICP	Incident Command Post
ICS	Incident Command System
JFO	Joint Field Office
JFHQ-NCR	Joint Forces Headquarters-National Capital Region
JIC	Joint Information Center
JIS	Joint Information Systems
LEPC	Local Emergency Planning Committee
LOA	Letter of Agreement
MACC	Multi-agency Coordination Center
MCACS	Montgomery County Auxiliary Communications Service
MCCF	Montgomery County Correctional Facility
MCEN	Montgomery County Emergency Network
MCPD	Montgomery County Police Department
MCPS	Montgomery County Public Schools
MDW	Military District of Washington
Medevac	Medical Evacuation
MEMAC	Maryland Emergency Management Assistance Compact
	Maryland Institute for Emergency Medical Services
MIEMSS	Systems
	Maryland-National Capital Park and Planning
M-NCPPC	Commission
MOU	Memorandum of Understanding
MSP	Maryland State Police
MWCOG	Metropolitan Washington Council of Governments
NAWAS	National Warning Alert System
NCR	National Capital Region
NCREPC	National Capital Region Emergency Preparedness Council

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NDMS	National Disaster Medical System
NIMA	National Imagery and Mapping Agency
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NWS	National Weather Service
OCME	Office of the Chief Medical Examiner
ODIC	Office of Disability Integration and Coordination
OEMHS	Office of Emergency Management and Homeland Security
PDA	Preliminary Damage Assessment
PEPCO	Potomac Electric Power Company
PIO	Public Information Officer
POC	Point of Contact
PSA	Public Service Announcements
RACES	Radio Amateur Civil Emergency Service
REACT	Radio Emergency Associated Communications Teams
RECP	Regional Emergency Coordination Plan
RESF	Regional Emergency Support Function
RICCS	Regional Incident Communication and Coordination System
RSC	Regional Services Center
SAR	Search and Rescue
SEOC	State Emergency Operations Center
SOG	Standard Operating Guidelines
VOAD	Voluntary Organizations Active in Disaster
WAWAS	Washington Area Warning Alert System
WMATA	Washington Metropolitan Area Transit Authority
WSSC	Washington Suburban Sanitary Commission

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Section 2 – Emergency Support Functions

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ESF #1 Transportation Annex

PRIMARY AGENCY: *Department of Transportation*

Primary Agency	Department of Transportation
Support Agencies	Department of Environmental Protection
	Department of Finance
	Department of General Services
	Department of Liquor Control
	Office of Emergency Management and Homeland Security
	Montgomery County Police Department
Cooperating Organizations	Chevy Chase Village
	City of Gaithersburg
	Town of Poolesville
	City of Rockville
	City of Takoma Park
	Allegheny Power
	Baltimore Gas and Electric
	Montgomery County Public Schools
	Potomac Electric Power Company
	Washington Metropolitan Area Transit Authority

INTRODUCTION

ESF Mission

The primary, support, and cooperating agencies of Emergency Support Function (ESF) #1 Transportation manage and support transportation systems and infrastructure following a disaster. They also provide support in prevention, preparedness, response, recovery and mitigation activities related to transportation.

Purpose

The purpose of this annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations (“agencies”) in transportation operations following a disaster or emergency and to provide a concept of operations for conducting transportation services and support during operations.

Scope

This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of transportation services under ESF #1 Transportation. This annex supplements the County EOP.

ASSUMPTIONS

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- The agencies identified in this annex, in coordination with regional partners such as Washington Metropolitan Area Transit Authority (WMATA) and the Maryland Department of Transportation (MDOT) will collect, analyze, and distribute information on the impact and status of the transportation infrastructure.
- The primary agency will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation.
- This annex encompasses the full range of transportation services that may be required to support emergency response operations; transport of critical supplies, equipment, and other resources; and evacuations including those residents with medical needs.

- The agencies identified in this annex will provide assistance and serve as the coordination point for the restoration of the transportation infrastructure.
- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.

POLICY

The Department of Transportation (DOT), as the primary agency for ESF #1, is responsible for coordination of the overall transportation operations. DOT will collect, organize, analyze, summarize, and disseminate transportation information provided by various sources including transportation support agencies.

Upon activation of the Emergency Operations Center (EOC), operational transportation services will be coordinated by the primary agency through the Infrastructure Support Group at the EOC.

CONCEPT OF OPERATIONS

- The Office of Emergency Management and Homeland Security (OEMHS) monitors incidents and threats to the County and will notify DOT of incidents impacting or potentially impacting the transportation systems and infrastructure. DOT will contact appropriate support agencies and cooperating organizations as necessary to collect additional information.
- As an incident or threat escalates, DOT will issue notifications to support agencies and agency emergency personnel in accordance with established protocols and checklists.
- Upon activation of the EOC, DOT will provide representation to coordinate transportation requirements and issues. DOT will request representation from support agencies and cooperating organizations as needed.
- Once the EOC is activated, all requests for transportation support by other County departments and agencies will be submitted to the EOC for coordination, validation, and/or action by the agencies identified in this annex.

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- DOT will monitor the status of the County transportation systems and infrastructure in coordination with regional transportation organizations and MDOT and provide periodic updates to the EOC.
- The agencies identified in this annex will provide technical assistance to the EOC entities in determining the most viable transportation networks to, from, and within the disaster area, as well as alternate means to move people and goods within the area affected by the disaster.
- The agencies identified in this annex will provide transportation services based upon the priorities established by ESF #1 in coordination with the Disaster Manager at the EOC. This may include providing transportation to residents affected by evacuations or relocations, transportation of equipment and supplies, or transportation for emergency response personnel.
- The agencies identified in this annex will ensure all critical facilities will be accessible to the general public and those with disabilities.
- DOT will issue requests for support agencies to provide assets in order to meet operational requirements of the emergency. As necessary, private sector sources may be acquired to augment the County resources as appropriate.
- Transportation operations support will continue at the EOC until directed otherwise by the Disaster Manager.
- The ESF #1 representative at the EOC will ensure any open actions or issues are transferred to DOT for coordination and completion or resolution upon the demobilization of the EOC.
- DOT will comply with all invoicing and billing procedures and all accountability issues associated with NIMS.

ROLES AND RESPONSIBILITIES

All Agencies

Phase		Roles and Responsibilities
Preparedness		<ul style="list-style-type: none">• Develop and maintain internal and external notification rosters and contact lists.

Phase	Roles and Responsibilities
	<ul style="list-style-type: none"> • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with County guidelines and standards. • Participate in all WebEOC activations and drills.
Response	<ul style="list-style-type: none"> • Update WebEOC position log and monitor throughout the incident.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #1 after-action review.
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify opportunities to mitigate the impact of future incidents.

Primary Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain the ESF #1 Annex to the Emergency Operations Plan. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Coordinate resolution of ESF #1 after-action issues. • Provide support for evacuation planning. • Develop and maintain an inventory of transportation related assets. • Operate the Transportation Management Center.
Response	<ul style="list-style-type: none"> • Maintain public transportation services. • Collect, analyze and distribute information on the status of the County's accessible transportation systems, resources, and infrastructure. • As necessary, provide for emergency repairs for County and locally-maintained roads and bridges. • Provide representative to the County EOC to coordinate ESF #1 activities. • Provide liaison with WMATA, MDOT and other regional transportation organizations as appropriate. • Co-manage emergency debris removal on County roads with the Department of Environmental Protection (DEP).

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Phase	Roles and Responsibilities
	<ul style="list-style-type: none"> • Manage transportation services to support emergency operations. • Provide support and technical assistance for evacuations. • Coordinate mutual aid requests for transportation services and resources. • As needed activate the Storm Operations Center. • Operate the Transportation Management Center.
Recovery	<ul style="list-style-type: none"> • Maintain public transportation services. • Manage the repair and restoration of County and locally-maintained roads and bridges. • Provide transportation support for recovery operations. • Maintain liaison with WMATA, MDOT and other regional transportation organizations. • Conduct ESF #1 after-action review. <p>Co-manage debris removal on County roads with the Department of Environmental Protection.</p>
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Department of Environmental Protection

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.
Response	<ul style="list-style-type: none"> • Co-manage emergency debris removal operations on County roads.
Recovery	<ul style="list-style-type: none"> • Co-manage debris removal on County roads. • Participate in ESF#1 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Department of Finance

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.
Response	<ul style="list-style-type: none"> • Provide appropriate Index Codes to track ESF#1 expenses directly related to the disaster or emergency.
Recovery	<ul style="list-style-type: none"> • Provide appropriate Index Codes to track ESF#1 expenses directly related to recovery operations. • Participate in ESF#1 after-action review.

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Phase	Roles and Responsibilities
Mitigation	<ul style="list-style-type: none"> See All Agencies roles and responsibilities.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> Maintain status and availability of transportation resources. Assist in the resolution of ESF#1 after-action issues.
Response	<ul style="list-style-type: none"> Provide vehicles, site access, fuel and maintenance support for emergency transportation. As necessary, procure and provide transportation related support and services.
Recovery	<ul style="list-style-type: none"> Provide vehicles, site access, fuel and maintenance support for recovery operations. Participate in ESF#1 after-action review.
Mitigation	<ul style="list-style-type: none"> See All Agencies roles and responsibilities.

Support Agency – Department of Liquor Control

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> Assist in resolution in ESF#1 after-action issues as appropriate.
Response	<ul style="list-style-type: none"> Provide transportation resources as requested by the lead agency to support emergency operations.
Recovery	<ul style="list-style-type: none"> Provide transportation resources as requested to support recovery operations. Participate in ESF#1 after-action review.
Mitigation	<ul style="list-style-type: none"> See All Agencies roles and responsibilities.

Support Agency – Office of Homeland Security and Emergency Management

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> Coordinate planning, training, and exercises. Develop and maintain the County EOP. Develop and maintain EOC standard operating procedures. <p>Manage the County after-action program.</p>
Response	<ul style="list-style-type: none"> Coordinate activation and operation of the EOP. Coordinate requests for support through the Maryland Emergency Management Assistance Compact

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Phase	Roles and Responsibilities
	<p>(MEMAC), Emergency Management Assistance Compact (EMAC), NCR, and other mutual aid agreements.</p> <ul style="list-style-type: none"> • Coordinate requests for state resources and support through the Maryland Emergency Management Agency (MEMA). • Provide technical assistance in conducting evacuation operations.
Recovery	Serve as the County lead agency for managing recovery operations.
Mitigation	<ul style="list-style-type: none"> • Coordinate the development of the Montgomery County Hazard Mitigation Plan. • Coordinate with MEMA on implementation of the hazard mitigation grant program (in event of a federal disaster declaration).

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Assist in resolving ESF#1 after-action issues.
Response	<ul style="list-style-type: none"> • Provide assistance in conducting evacuations in selecting evacuation routes and implementing traffic control points. • Conduct evacuation operations in accordance with department evacuation procedures for incidents where the Police Department is the lead.
Recovery	<ul style="list-style-type: none"> • Participate in ESF#1 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization–Chevy Chase Village

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Assist in resolution in ESF#1 after-action issues as appropriate.
Response	<ul style="list-style-type: none"> • Provide transportation, as requested, to support emergency operations. • As necessary, provide for emergency repairs for Village maintained roads including and traffic control systems. • Coordinate debris removal operations for Village roads. • Provide for snow and ice removal on Village roads.

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Phase	Roles and Responsibilities
	Provide assistance as requested for debris removal operations within the County.
Recovery	<ul style="list-style-type: none"> • Provide transportation resources as requested to support recovery operations. • Manage the repair and restoration of Village maintained roads and traffic control systems. • Provide transportation support for recovery operations. • Participate in ESF#1 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization– City of Gaithersburg

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Assist in resolution in ESF#1 after-action issues as appropriate.
Response	<ul style="list-style-type: none"> • Provide transportation, as requested, to support emergency operations. • As necessary, provide for emergency repairs for City maintained roads including and traffic control systems. • Coordinate debris removal operations for Town roads. • Provide for snow and ice removal on City roads. <p>Provide assistance as requested for debris removal operations within the County.</p>
Recovery	<ul style="list-style-type: none"> • Provide transportation resources as requested to support recovery operations. • Manage the repair and restoration of City maintained roads and traffic control systems. • Provide transportation support for recovery operations. • Participate in ESF#1 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization– Town of Kensington

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Assist in resolution in ESF#1 after-action issues as appropriate.
Response	<ul style="list-style-type: none"> • Provide transportation, as requested, to support emergency operations. • As necessary, provide for emergency repairs for Town maintained roads including and traffic control systems.

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Phase	Roles and Responsibilities
	<ul style="list-style-type: none"> • Coordinate debris removal operations for Town roads. • Provide for snow and ice removal on Town roads. <p>Provide assistance as requested for debris removal operations within the County.</p>
Recovery	<ul style="list-style-type: none"> • Provide transportation resources as requested to support recovery operations. • Manage the repair and restoration of Town maintained roads and traffic control systems. • Provide transportation support for recovery operations. • Participate in ESF#1 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization– Town of Poolesville

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Assist in resolution in ESF#1 after-action issues as appropriate.
Response	<ul style="list-style-type: none"> • Provide transportation, as requested, to support emergency operations. • As necessary, provide for emergency repairs for Town maintained roads including and traffic control systems. • Coordinate debris removal operations for Town roads. • Provide for snow and ice removal on Town roads. <p>Provide assistance as requested for debris removal operations within the County.</p>
Recovery	<ul style="list-style-type: none"> • Provide transportation resources as requested to support recovery operations. • Manage the repair and restoration of Town maintained roads and traffic control systems. • Provide transportation support for recovery operations. • Participate in ESF#1 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization– City of Takoma Park

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Assist in resolution in ESF#1 after-action issues as appropriate.
Response	<ul style="list-style-type: none"> • Provide transportation, as requested, to support emergency operations.

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Phase	Roles and Responsibilities
	<ul style="list-style-type: none"> As necessary, provide for emergency repairs for City maintained roads including and traffic control systems. Coordinate debris removal operations for City roads. Provide for snow and ice removal on City roads. <p>Provide assistance as requested for debris removal operations within the County.</p>
Recovery	<ul style="list-style-type: none"> Provide transportation resources as requested to support recovery operations. Manage the repair and restoration of City maintained roads and traffic control systems. Provide transportation support for recovery operations. Participate in ESF#1 after-action review.
Mitigation	<ul style="list-style-type: none"> See All Agencies roles and responsibilities.

Cooperating Organization– City of Rockville

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> Assist in resolution in ESF#1 after-action issues as appropriate.
Response	<ul style="list-style-type: none"> Provide transportation, as requested, to support emergency operations. As necessary, provide for emergency repairs for City maintained roads including and traffic control systems. Coordinate debris removal operations for City roads. <p>Provide assistance as requested for debris removal operations within the County.</p>
Recovery	<ul style="list-style-type: none"> Provide transportation resources as requested to support recovery operations. Manage the repair and restoration of City maintained roads and bridges and traffic control systems. Provide for snow and ice removal on City streets. Provide transportation support for recovery operations. Participate in ESF#1 after-action review.
Mitigation	<ul style="list-style-type: none"> See All Agencies roles and responsibilities.

Cooperating Organization– Allegheny Power

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> Assist in resolving ESF #1 after-action issues.
Response	<ul style="list-style-type: none"> Provide representative to the EOC as requested

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	<ul style="list-style-type: none"> • Provide technical assistance in mitigating electrical hazards during emergency debris removal operations.
Recovery	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization– Baltimore Gas and Electric

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Assist in resolving ESF #1 after-action issues.
Response	<ul style="list-style-type: none"> • Provide representative to the EOC as requested. • Provide technical assistance in mitigating electrical hazards during emergency debris removal operations.
Recovery	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization– Montgomery County Public Schools

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Maintain inventory of transportation assets. • Assist in resolving ESF # after-action issues.
Response	<ul style="list-style-type: none"> • Provide transportation assets, as requested, to support emergency operational requirements and evacuations. • Provide transportation for students at schools in areas to be evacuated when school is in session. • Provide specially equipped vehicles with lifts to transport the handicapped and elderly.
Recovery	<ul style="list-style-type: none"> • Provide transportation assets to support recovery operations.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization– Potomac Electric Power Company

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Assist in resolving ESF #1 after-action issues.
Response	<ul style="list-style-type: none"> • Provide representative to the EOC as requested. • Provide technical assistance in mitigating electrical hazards during emergency debris removal operations.
Recovery	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization– Washington Metropolitan Area Transit Authority

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Assist in resolution in ESF#1 after-action issues as appropriate.
Response	<ul style="list-style-type: none"> • Provide information to the ESF#1 lead on the status of the Metro system. • Provide technical assistance in determining the most viable transportation networks to, from, and within the disaster area. • Provide transportation support as needed to support evacuations.
Recovery	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

REFERENCES

- Montgomery County Department of Transportation Division of Transit Services Emergency Response Plan (October 2008).
- Montgomery County Debris Management Plan
- Snow Removal Reference Book
- Department of Environmental Protection Solid Waste Plan

ACRONYMS

ADA	Americans with Disabilities Act
DEP	Department of Environmental Protection
DOT	Department of Transportation
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
MDOT	Maryland Department of Transportation
MEMA	Maryland Emergency Management Agency
MEMAC	Maryland Emergency Management Compact
NIMS	National Incident Management System
OEMHS	Office of Emergency Management and Homeland Security
WMATA	Washington Metropolitan Area Transit Authority

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ESF #2 Communications Annex

PRIMARY AGENCY: *Department of Technology Services*

Primary Agency	Department of Technology Services
Support Agencies	Fire and Rescue Services
	Department of General Services
	Office of Emergency Management and Homeland Security
	Montgomery County Police Department
	Department of Transportation
	MC311
Cooperating Organizations	Montgomery County Auxiliary Communications Service: Amateur Radio Emergency Service; Radio Amateur Civil Emergency Service; Radio Emergency Associated Communications Team; and other affiliated voluntary communications organizations

INTRODUCTION

ESF Mission

The primary, support and cooperating agencies of Emergency Support Function (ESF) #2 Communications provide support in prevention, preparedness, response, recovery and mitigation activities related to communications. This includes maintaining the County's communication infrastructure, restoring communications following a disaster or event, and providing communication support during day to day response operations.

Purpose

The purpose of this annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations ("agencies")

providing communications support during emergency response and recovery operations.

Scope

This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of communications services under ESF #2. This annex supplements the County EOP.

ESF #2 encompasses the full range of communications and information system services that may be required to support emergency response and recovery operations, and provide timely information to the public.

ESF#2 provides communications support for the County organizations, municipalities, and cooperating organizations which use the Public Safety Radio System, Public Service Radio System, County data network and internet access, 9-1-1 Telecommunications System, telephones, pagers, mobile telephones and associated devices.

ASSUMPTIONS

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management Systems (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- The primary agency will actively engage the support agencies and cooperating organizations in planning, training, and exercises to ensure an effective operation upon activation.
- Communications systems are vulnerable and may be damaged or destroyed during and/or following a significant emergency or disaster. In addition, emergency situations may exceed the capacity of standing systems, and/or require the establishment of communications paths between entities and

locations that don't normally need to communicate. Prudent planning can prepare the County to respond effectively to the extraordinary communications needs of emergencies and disasters.

- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.
- The use of privately owned facilities on a volunteered, leased, or commandeered basis will be considered when seeking means of auxiliary communications, sources of equipment and supplies, or repairs.
- There will be 24-hour support for the installation, repair, maintenance, and spare parts inventory for all essential two-way radio communications systems.
- ESF #2 operations under this annex will conform to Federal Communications Commission (FCC) regulations.
- Fire and Rescue Services (FRS) may request the use of the National Capital Region (NCR) radio cache.

CONCEPT OF OPERATIONS

- Upon activation of the Emergency Operations Center (EOC), Department of Technology Services (DTS) will provide representation to the EOC to serve as the ESF #2 lead to coordinate requirements for communications capabilities and to address communications issues. ESF #2 reports to the Operations Support Group leader at the EOC.
- ESF #2 will support the EOC as required to activate and maintain communications capability for emergency management operations.
- The Infrastructure Support Group in the EOC will identify a point of contact to check status of data lines, cellular phone lines, and telephone lines following an emergency.
- ESF #2 will collect, analyze, and distribute information on the impact and status of the telecommunications infrastructure (voice and data). ESF #2 will

maintain coordination with service providers in order to obtain information on the status of communication services.

- Requests for communications support from on-scene incident commanders and/or other ESF representatives submitted to the EOC will be assigned to ESF #2 through the Operations Support Group leader. This request may come from FRS point of contact. ESF #2 will manage all assigned requests for communications support and coordinate directly with the requester as necessary.
- Emergency Communication Center (ECC) and EOC communication coordination will be maintained throughout the disaster.
- The Office of Emergency Management and Homeland Security (OEMHS) may activate the Montgomery County Auxiliary Communications Service (MCACS), which includes the Amateur Radio Emergency Service (ARES), Radio Amateur Civil Emergency Service (RACES), Radio Emergency Associated Communications Team (REACT), and other affiliated voluntary communications organizations.
- DTS will task support agencies as needed to provide communication resources in order to meet operational requirements. If necessary, private sector sources will be acquired to augment the County resources. ESF #2 will advise the Operations Support Group leader of shortfalls that may require state or federal assistance or to obtain guidance in prioritizing requests. OEMHS will provide technical assistance in identifying resources that may be available through mutual aid agreements such as the Maryland Emergency Management Assistance Compact (MEMAC), Emergency Management Assistance Compact (EMAC) and the National Capital Region Mutual Aid Agreement.
- Requests for state or federal assistance will be coordinated by the Disaster Manager to the State Emergency Operations Center (SEOC) in response to needs identified by the Operations Support Group leader. Once it is determined that the state will be providing assistance, ESF #2 will coordinate directly with the state ESF #2 counterparts in fulfilling the requests.
- In the event of a federal emergency or disaster declaration, communication resources and assistance may be available from federal sources. The Disaster Manager will initiate requests for federal assistance through the SEOC. Once

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it is determined that the federal government is providing the support County ESF #2 representative will coordinate directly with the designated federal point-of-contact to fulfill the County's requests and to address any issues.

- DTS will ensure that all ESF #2 related costs and expenditures are documented in accordance with guidance provided through ESF #5 and internal County policies and procedures.
- ESF #2 operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.
- The ESF #2 representative at the EOC will ensure any open actions or issues are transferred to DTS for completion or resolution upon the de-activation of the EOC.
- DTS will facilitate an after-action review of ESF #2 operations within 30 days of the deactivation of the EOC.

ROLES AND RESPONSIBILITIES

All Agencies

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain internal and external notification rosters and contact lists.• Participate in all- hazards planning, training, and exercises.• Train department staff for emergency assignments.• Develop and maintain an agency-specific continuity of operations plan in accordance with County guidelines and standards.• Participate in all WebEOC activations and drills
Response	<ul style="list-style-type: none">• Update WebEOC position log and monitor throughout the incident.
Recovery	<ul style="list-style-type: none">• Participate in ESF #2 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Primary Agency – Department of Technology Services

Phase	Roles and Responsibilities
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Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain the ESF #2 Annex to the EOP. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Coordinate resolution of ESF #2 after-action issues • Develop and maintain inventory of resources. • Develop and maintain a list of County communication channel resources and agency assignments. • Coordinate resolution of ESF #2 after-action issues.
Response	<ul style="list-style-type: none"> • Provide technical assistance in data retrieval and restoration. • Assess County communication sites and facilities. • Provide liaison to telecommunications service providers to determine status of services and to provide support as appropriate for repair and restoration. • Provide communication services for emergency response operations. • Provide for the restoration and temporary repair of critical County facilities and systems. • Provide technical assistance to the EOC. • Maintain critical services and systems. • Allocate emergency portable communications equipment. • Coordinate mutual aid requests for communications resources.
Recovery	<ul style="list-style-type: none"> • Provide for the restoration and repair of critical County facilities and systems. • Provide communication services for recovery operations. • Conduct ESF #2 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#2 after-action issues.

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	<ul style="list-style-type: none"> • Develop and maintain inventory of department communications resources. • Maintain the NCR radio cache for Maryland.
Response	<ul style="list-style-type: none"> • Provide communications resources as requested by the primary agency. • Provide NCR radio cache when requested. • Allocate emergency portable communications equipment.
Recovery	<ul style="list-style-type: none"> • Provide communications resources as requested by DTS.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#2 after-action issues.
Response	<ul style="list-style-type: none"> • Provide vehicles, site access, fuel and maintenance support for emergency transportation. • As necessary, procure and provide transportation related support and services.
Recovery	<ul style="list-style-type: none"> • Provide vehicles, site access, fuel and maintenance support for recovery operations. • Participate in ESF#2 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#2 after-action issues. • Administer the MCACS.
Response	<ul style="list-style-type: none"> • Activate and manage the EOC. • Activate the MCACS. • Provide assistance in identifying resources available through regional, state and federal sources.

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Recovery	<ul style="list-style-type: none"> • Participate in ESF #2 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#2 after-action issues. • Develop and maintain inventory of department communications resources.
Response	<ul style="list-style-type: none"> • Provide communications resources as requested by the primary agency. • Coordinate mutual aid requests for communications resources.
Recovery	<ul style="list-style-type: none"> • Provide communications resources as requested by DTS. • Participate in ESF #2 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#2 after-action issues. • Develop and maintain inventory of department communications resources.
Response	<ul style="list-style-type: none"> • Provide available communications resources as requested by DTS.
Recovery	<ul style="list-style-type: none"> • Provide available communications resources as requested by DTS. • Participate in ESF #2 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization – Montgomery County Auxiliary Communications Service (ARES, RACES, REACT, other voluntary communications organizations)

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures

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	<p>in coordination with ESF primary and support agencies and cooperating organizations.</p> <ul style="list-style-type: none">• Assist in resolving ESF#2 after-action issues.• Develop and maintain inventory of communications resources.
Response	<ul style="list-style-type: none">• Provide communications resources as requested by the primary agency.
Recovery	<ul style="list-style-type: none">• Provide communications resources as requested by DTS.• Participate in ESF #2 after-action review.
Mitigation	<ul style="list-style-type: none">• See All Agencies roles and responsibilities.

REFERENCES

- Maryland Emergency Operations Plan (2007)
- Montgomery County Emergency Operations Plan.

ACRONYMS

ADA	Americans with Disabilities Act
ARES	Amateur Radio Emergency Service
DTS	Department of Technology Services
ECC	Emergency Communication Center
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FCC	Federal Communications Commission
FRS	Fire and Rescue Services
MEMAC	Maryland Emergency Management Assistance Compact
MCACS	Montgomery County Auxiliary Communications Service
NCR	National Capital Region
NIMS	National Incident Management System
OEMHS	Office of Emergency Management and Homeland Security
RACES	Radio Amateur Civil Emergency Service
REACT	Radio Emergency Associated Communications Team
SEOC	State Emergency Operations Center

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ESF #3 Public Works and Engineering Annex

PRIMARY AGENCY: *Department of Environmental Protection*

Primary Agency	Department of Environmental Protection
Support Agencies	County Attorney's Office
	Department of General Services
	Department of Health and Human Services
	Office of Emergency Management and Homeland Security
	Department of Permitting Services
	Department of Transportation
Cooperating Organizations	Chevy Chase Village
	City of Gaithersburg
	Town of Poolesville
	City of Rockville
	City of Takoma Park
	District of Columbia Water and Sewer Authority
	Maryland-National Capital Park Planning Commission
	Electric Utilities (Pepco, Baltimore Gas and Electric, First Energy)
	Washington Gas
	Washington Suburban Sanitary Commission

INTRODUCTION

ESF Mission

The primary, support and cooperating agencies of Emergency Support Function (ESF) #3 Public Works and Engineering provide support in prevention, preparedness, response, recovery and mitigation activities related to the County's public works and engineering needs. Their mission includes providing

technical assistance, engineering expertise, and debris removal operations support.

Purpose

The purpose of this annex is to outline specific roles and responsibilities of primary and support agencies and cooperating organizations (“agencies”) public works and engineering operations following a disaster.. Additionally, the purpose of this annex is also to provide debris clearance and removal support.

Scope

- This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of public works and engineering operations under ESF #3. This annex supplements the County EOP.
- ESF #3 will collect, analyze, and distribute information on the impact and status of critical infrastructure and systems including solid waste, water treatment and distribution, wastewater collection, sewage treatment, and other vital facilities to the County.
- ESF #3 will support the damage assessment process by assessing damage to storm-water, wastewater, and sanitary and solid waste systems and facilities.
- The Department of Environmental Protection (DEP), as the primary agency will actively engage the ESF #3 support agencies in planning, training, and exercises to ensure an effective operation upon activation.
- Municipalities within the County are responsible for their own public works infrastructure as appropriate. Each municipality with water, wastewater, storm-water, solid waste systems will provide for the operation and repair of those systems.
- ESF #3 encompasses the full range of public works and engineering services that may be required to support emergency response operations and provide critical services to residents impacted by the incident.

ASSUMPTIONS

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.

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- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.
- The primary agency will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation.
- The loss of one or more utilities may occur during severe storms, extreme heat or cold, floods, landslides, earthquakes, hazardous materials incidents, vehicle or construction accidents, computer malfunctions, utility equipment failures, capacity shortages, fuel supply shortages, strikes, civil disorder, or terrorism.
- The loss of any one of the utilities could endanger the safety and health of the citizens of Montgomery County, disrupt businesses, and interfere with the County's ability to provide needed services during the emergency.
- The rapid restoration of utilities is essential to the health and welfare of the County's citizens, and in preserving its economic base.
- Debris management entails: collection, processing, recycling and disposal of debris from public rights-of-way and public property; ensuring adequate vehicle and pedestrian movement; minimizing health risks associated with debris that might result from natural or technological events; and, managing disposal operations of debris in the most efficient, effective, and permissible manner.
- Debris management will include: conducting debris assessments; clearing debris from public rights-of-way and public property; implementing mutual aid agreements; establishment, maintenance, and clean-up of temporary processing storage sites; coordinating contractors, segregating debris; demolishing condemned public property; and disseminating information to the public.

- The extent of damage and the estimated volume of the debris will determine the strategy developed by the debris management team.
- Private property owners are expected to rely on insurance coverage, contractors, and other means, at their own expense, to remove and dispose of debris located on their property, unless it intrudes into public rights-of-way.
- Montgomery County Public Schools (MCPS), separately incorporated municipalities, and all federal, state, and local government agencies and organizations are welcome to participate in the Montgomery County Debris Management Plan and make use of associated contracts and facilities when the plan is executed. This is provided they sign a Memorandum of Understanding (MOU) which commits them to following the necessary procedures for establishing proper monitoring and documentation for debris removed in their respective areas of jurisdiction. The MOU also requires payment for ongoing expenses. Jurisdictions eligible to apply directly to the Federal Emergency Management Agency (FEMA) for reimbursement must do so. The County will assist those entities that cannot apply directly to FEMA for aid.
- Following emergencies resulting in significant debris it is possible that existing disposal sites may not have sufficient capacity to accommodate the debris.

CONCEPT OF OPERATIONS

- In conjunction with information received from the Emergency Operations Center (EOC), DEP maintains situational awareness on critical infrastructure such as utility infrastructure.
- As an incident or threat escalates, DEP, as the primary agency, will issue notifications to support agencies and DEP emergency personnel in accordance with established protocols and checklists.
- Upon activation of the EOC, DEP will provide representation to coordinate requirements and issues assigned to ESF #3. All requests for debris removal will be submitted to the EOC for coordination, validation, and/or action by ESF #3.

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- Damage to water treatment and supply, storm-water and sewer utility facilities will be assessed by those respective agencies, and assessment information submitted to ESF #5. DEP will provide support for this function if required. Municipalities with water, wastewater, storm-water, solid waste systems assess their individual systems and services.
- ESF #3 will provide information on the status of water, sewage, and solid waste systems and infrastructure to ESF #5 on a daily basis during an activation of the EOC until such time that services are restored.
- The Director of the DEP will designate a Debris Manager who will be responsible for deploying all County and contracted debris removal resources in coordination with the County Department of Transportation (DOT), the Maryland Department of Transportation (MDOT) and public utilities efforts in order to maximize debris removal.
- Operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.
- DEP will ensure that all ESF #3 related costs and expenditures are documented in accordance with guidance provided by the Office of Emergency Management and Homeland Security (OEMHS) and internal County policies and procedures.
- The ESF #3 representative at the EOC will ensure any open actions or issues are transferred to DEP for coordination and completion or resolution upon the de-activation of the EOC.
- DEP will conduct an after-action review of ESF #3 operations within 30 days of the closure of the EOC. Issues identified will be assigned to the appropriate ESF #3 agency for action or submitted to OEMHS for resolution through the County's Corrective Action Program (CAP).

ROLES AND RESPONSIBILITIES

All Agencies

Phase		Roles and Responsibilities	
Preparedness		<ul style="list-style-type: none">• Develop and maintain internal and external notification rosters and contact lists.	

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	<ul style="list-style-type: none"> • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with County guidelines and standards. • Participate in all WebEOC activations and drills.
Response	<ul style="list-style-type: none"> • Update WebEOC position log and monitor throughout the incident.
Recovery	<ul style="list-style-type: none"> • See individual agencies roles and responsibilities
Mitigation	<ul style="list-style-type: none"> • As appropriate identify potential opportunities for mitigating the impacts of future incidents.

Primary Agency – Department of Environmental Protection

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain the ESF #3 Annex to the Emergency Operations Plan. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Coordinate resolution of ESF#3 after-action issues. • Develop and maintain inventory of DEP assets. • Develop and maintain Montgomery County Debris Management Plan.
Response	<ul style="list-style-type: none"> • Implement debris management plan and coordinate debris removal operations, including ensuring debris removed from routes, parking, curbs, and architectural elements critical to individuals with disabilities. • Coordinate with designated utility providers, local jurisdictions, and contractor services to facilitate continuous wastewater service and refuse collection. • Coordinate damage assessment and mitigation on County maintained drainage and impoundment systems. • Monitor County-owned dams during storm events. • Assist the Department of Permitting Services (DPS) in structural inspections/evaluations of privately-owned residential and commercial buildings and structures. • Coordinate mutual aid requests for engineering and

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Phase	Roles and Responsibilities
	construction resources.
Recovery	<ul style="list-style-type: none"> • Implement (or continue) debris management plan and coordinate debris removal operations. • Provide substantial damage assessment, reports, and certifications as required and in accordance with FEMA protocols. • Conduct an ESF #3 after-action review.
Mitigation	<ul style="list-style-type: none"> • Make recommendations for mitigating codes or ordinances where applicable.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#3 after-action issues. • Develop and maintain internal operational procedures and checklists for conducting public works and engineering functions. • Develop and maintain inventory of assets.
Response	<ul style="list-style-type: none"> • Assess damage to County buildings and facilities managed by the department. • As the lead agency for ESF #12, collect information related to energy supply, infrastructure and restoration and share with ESF #3.
Recovery	<ul style="list-style-type: none"> • Monitor status of the repair and restoration of County facilities managed by the department. • Participate in the ESF #3 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#3 after-action issues.
Response	<ul style="list-style-type: none"> • Assist with notification of boil water alerts to residents and businesses.

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Recovery	<ul style="list-style-type: none"> • Participate in the ESF #3 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – County Attorney’s Office

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#3 after-action issues.
Response	<ul style="list-style-type: none"> • Prepare waivers and legal clearances for debris removal. • Review contracts and agreements.
Recovery	<ul style="list-style-type: none"> • Prepare waivers and legal clearances for debris removal. • Review contracts and agreements. • Participate in the ESF #3 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#3 after-action issues.
Response	<ul style="list-style-type: none"> • Conduct rapid assessments for incidents when DOT is the lead agency. • Collect, analyze and distribute information on the impact and status of the County’s transportation systems and infrastructure and share with ESF #3. • Co-manage emergency debris removal on County roads with DEP. • Coordinate and fill requests for available equipment, trucks, and operators.
Recovery	<ul style="list-style-type: none"> • Monitor and provide information on the status and restoration of the transportation infrastructure. • Co-manage debris removal on County roads with DEP. • Participate in the ESF #3 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF #3 after-action issues.
Response	<ul style="list-style-type: none"> • Provide assistance to the DEP in collecting, analyzing, and distributing information related to water, wastewater, storm-water and solid waste services and infrastructure. • As needed, request support from the Maryland Emergency Management Agency (MEMA) for ESF #3 operations. • Manage the EOC.
Recovery	<ul style="list-style-type: none"> • Provide administrative support as necessary to the DEP. • Participate in the ESF #3 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Department of Permitting Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Participate in planning, training and exercises related to ESF #3. • Assist with the resolution of ESF #3 after-action issues.
Response	<ul style="list-style-type: none"> • Provide technical engineering assistance as requested by DEP for response operations. • Ensure that well and septic systems are functioning properly and up to code.
Recovery	<ul style="list-style-type: none"> • Provide technical engineering assistance as requested by DEP for recovery operations. • Participate in ESF #3 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization – Washington Suburban Sanitary Commission

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.

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Phase	Roles and Responsibilities
	<ul style="list-style-type: none"> • Assist in resolving ESF #3 after-action issues. • Maintain up-to-date maps of water and sewer lines and related infrastructure. • Assist with resolution of ESF #3 after-action issues.
Response	<ul style="list-style-type: none"> • Provide representation to the EOC when requested. • Conduct damage assessments of water supply, distribution and control facilities, sanitary sewer systems and related facilities. • Develop a protocol to ensure continuous power supply to pump stations. • Maintain security of the water distribution system. • Adjust system operations to minimize damage in the area of impact. • Monitor status of Washington Suburban Sanitary Commission (WSSC) facilities and operations.
Recovery	<ul style="list-style-type: none"> • Provide information on emergency contracts for infrastructure repair. • Repair and restoration of water supply and distribution services and infrastructure. • Repair and restoration of wastewater collection services and infrastructure. • Participate in ESF #3 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization – DC Water and Sewer Authority

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#3 after-action issues.
Response	<ul style="list-style-type: none"> • Provide representation to the EOC when requested. • Monitor status of District of Columbia Water and Sewer Authority (DC Water) facilities and operations. • Provide damage assessment and status of wastewater collections services. • Emergency mitigation and repairs for wastewater collection services and infrastructure.
Recovery	<ul style="list-style-type: none"> • Repair and restoration of wastewater collection services

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Phase	Roles and Responsibilities
	<p>and infrastructure.</p> <ul style="list-style-type: none"> • Participate in ESF #3 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization – City of Gaithersburg

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#3 after-action issues.
Response	<ul style="list-style-type: none"> • Provide representative to the EOC. • Conduct damage assessments of City infrastructure. • Provide for emergency repairs of City infrastructure. • Coordinate emergency debris removal operations within the city. • Coordinate with WSSC for emergency repairs for water supply, distribution, and control facilities. • Coordinate requests for outside public works support through ESF #3 at the EOC. • Provide public works assistance as requested by the primary agency.
Recovery	<ul style="list-style-type: none"> • Manage the repair and restoration of city water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. • Manage debris removal operations within the city. • Provide public works assistance as requested by the primary agency. • Participate in ESF #3 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization – City of Takoma Park

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#3 after-action issues.
Response	<ul style="list-style-type: none"> • Provide representative to the EOC. • Conduct damage assessments of city water supply,

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Phase	Roles and Responsibilities
	<p>distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure.</p> <ul style="list-style-type: none"> • Provide for emergency repairs for city water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. • Coordinate emergency debris removal operations within the city. • Coordinate requests for outside public works support through ESF #3 at the EOC. • Provide public works assistance as requested by the primary agency.
Recovery	<ul style="list-style-type: none"> • Manage the repair and restoration of city water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. • Manage debris removal operations within the city. • Provide public works assistance as requested by the primary agency. • Participate in ESF#3 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization – City of Rockville

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#3 after-action issues.
Response	<ul style="list-style-type: none"> • Provide representative to the EOC. • Conduct damage assessments of city water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. • Provide for emergency repairs for city water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. • Coordinate emergency debris removal operations within the city. • Coordinate requests for outside public works support through ESF #3 at the EOC. • Provide public works assistance as requested by the

Phase	Roles and Responsibilities
	primary agency.
Recovery	<ul style="list-style-type: none"> • Manage the repair and restoration of city water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. • Manage debris removal operations within the city. • Provide public works assistance as requested by the primary agency. • Participate in ESF #3 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization – Town of Pooleville

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#3 after-action issues.
Response	<ul style="list-style-type: none"> • Provide a representative to the EOC when requested. • Conduct damage assessments of town water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. • Provide for emergency repairs for town water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. • Coordinate emergency debris removal operations within the town. • Coordinate requests for outside public works support through ESF #3 at the EOC. • Provide public works assistance as requested by the primary agency.
Recovery	<ul style="list-style-type: none"> • Manage the repair and restoration of town water supply, distribution and control facilities, solid waste, storm-water and wastewater services, and infrastructure. • Manage debris removal operations within the town. • Provide public works assistance as requested by the primary agency. • Participate in ESF#3 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization – Chevy Chase Village

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#3 after-action issues.
Response	<ul style="list-style-type: none"> • Provide representative to the EOC. • Conduct damage assessments of Village infrastructure. • Provide for emergency repairs for Village infrastructure. • Coordinate emergency debris removal operations within the village. • Coordinate requests for outside public works support through ESF #3 at the EOC. • Provide public works assistance as requested by the primary agency.
Recovery	<ul style="list-style-type: none"> • Manage the repair and restoration of Village Manage debris removal operations within the village. • Provide public works assistance as requested by the primary agency. • Participate in ESF #3 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization – Maryland-National Capital Parks and Planning Commission

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#3 after-action issues. • Develop and maintain internal operational procedures and checklists for conducting public works and engineering functions.
Response	<ul style="list-style-type: none"> • Provide public works assistance as requested by the primary agency. • Monitor MNCPPC-owned dams during storm events • Provide representative to the EOC. • Conduct damage assessments of MNCPPC facilities and infrastructure.

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Phase	Roles and Responsibilities
	<ul style="list-style-type: none"> • Provide for emergency repairs for MNCPPC facilities and infrastructure. • Coordinate emergency debris removal operations at MNCPPC facilities.
Recovery	<ul style="list-style-type: none"> • Provide public works assistance as requested by the primary agency. • Participate in ESF#3 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Electric Utilities (Pepco, Baltimore Gas and Electric, First Energy)

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF #3 after-action issues. • Maintain up-to-date maps of power lines and related infrastructure. • Assist with resolution of ESF #3 after-action issues.
Response	<ul style="list-style-type: none"> • Provide representation to the EOC when requested. • Conduct damage assessments of electrical lines, power poles, power stations, and other electrical producing and transmitting infrastructure. • Maintain security of the power distribution system. • Adjust system operations to minimize damage in the area of impact.
Recovery	<ul style="list-style-type: none"> • Provide information on emergency contracts for infrastructure repair. • Repair and restoration of electrical distribution services and infrastructure. • Participate in ESF #3 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Washington Gas

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF #3 after-action issues. • Maintain up-to-date maps of gas lines and related

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Phase	Roles and Responsibilities
	infrastructure. <ul style="list-style-type: none">• Assist with resolution of ESF #3 after-action issues.
Response	<ul style="list-style-type: none">• Provide representation to the EOC when requested.• Conduct damage assessments of gas lines and other natural gas transmitting infrastructure.• Maintain security of the gas distribution system.• Adjust system operations to minimize damage in the area of impact.
Recovery	<ul style="list-style-type: none">• Provide information on emergency contracts for infrastructure repair.• Repair and restoration of gas distribution services and infrastructure.• Participate in ESF #3 after-action review.
Mitigation	<ul style="list-style-type: none">• See All Agencies roles and responsibilities.

REFERENCES

- Montgomery County Debris Management Plan (rev. 2008), annex Y1
- Debris Management Services Contracts: #85090000259-AC, Phillips and Jordan, Inc.; #8509000259-BC, DRC Emergency Services, LLC; #8509000259-CC, Omni Pinnacle LLC
- WSSC's Emergency Response Plan for Sanitary Sewer Overflows, June 16, 2006.
- WSSC's Best Management Practices Plan for Potable Water Discharges, September 1998.

ACRONYMS

ADA	Americans with Disabilities Act
CAP	Corrective Action Program
DC Water	District of Columbia Water and Sewer Authority
DEP	Department of Environmental Protection
DOT	Department of Transportation
DPS	Department of Permitting Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
MCPS	Montgomery County Public Schools

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MDOT	Maryland Department of Transportation
MEMA	Maryland Emergency Management Agency
MNCPPC	Maryland National Capital Parks and Planning Commission
MOU	Memorandum of Understanding
NIMS	National Incident Management System
OEMHS	Office of Emergency Management and Homeland Security
WSSC	Washington Suburban Sanitary Commission

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ESF #4 Firefighting Annex

PRIMARY AGENCY: *Fire and Rescue Services*

Primary Agency	Fire and Rescue Services
	Department of Environmental Protection
Support Agencies	Department of General Services
	Department of Health and Human Services
	Department of Transportation
	Office of Emergency Management and Homeland Security
	Montgomery County Police Department
Coordinating Organizations	American Red Cross

INTRODUCTION

ESF Mission

The mission of Emergency Support Function (ESF) #4 Firefighting is to detect and suppress fires within the County. The primary, support, and cooperating agencies of ESF #4 Firefighting are tasked with supporting fire response operations which include fire prevention and suppression as well as lifesaving and life sustaining operations.

Purpose

The purpose of this annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations ("agencies") in firefighting operations following a disaster or emergency and to provide a concept of operations for conducting firefighting operations and support during a disaster.

Scope

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- This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of firefighting operations within ESF #4 in the EOP. This annex supplements the Montgomery County EOP.
- ESF #4 addresses firefighting activities for fires occurring separately or coincidentally with a significant natural disaster or technological emergency or disaster.
- ESF #4 encompasses the coordination of Fire and Rescue Services (FRS) resources during disasters and other large-scale emergencies.
- ESF #4 includes supporting the establishment of staging areas and other logistical support bases that may be needed to support operations.
- The primary and support agencies will develop internal operational plans and procedures necessary to accomplish their ESF #4 roles and responsibilities.

ASSUMPTIONS

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- ESF #4 will establish a unified command structure in order to coordinate the activities of all support agencies.
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- The primary agency will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation.
- The agencies identified in this annex will provide assistance and serve as the coordination point for the restoration of the transportation infrastructure.

- Whenever practical, resources available from County or other governmental or quasi-governmental resources will be used before supplies or services are obtained from private contractors.
- Existing County fire, rescue and emergency medical services personnel and equipment are generally sufficient to handle most local emergency situations. As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources. When additional support is required, assistance will be obtained through automatic and existing mutual aid agreements and, if necessary, through various state or federal agencies or through outside mutual aid available through the Maryland Emergency Management Assistance Compact (MEMAC) and Emergency Management Assistance Compact (EMAC). ESF #4 will coordinate incoming mutual aid resources in support of fire suppression and rescue operations.
- Additional resources may take considerable time (72 hours or more) to deploy.
- Significant disasters or emergencies may occur within the County that may require a coordinated multi-jurisdictional response to suppress fires and manage mass casualties that are a result of the incident(s). When firefighting resources are damaged or are fully deployed, reserve units and standby personnel supplement deployments while mutual aid replenishes the reserves.
- Water systems may be inoperable or significantly damaged by a disaster or emergency and may challenge conventional firefighting techniques requiring fire and rescue to use its water supply plan involving tankers, supplemented with automatic aid support.
- The extent of damage to the transportation infrastructure after a disaster may influence the firefighting strategy as well as the ability of wheeled-vehicle firefighting apparatus to gain access to an active fire site.
- ESF #4 will maintain an inventory of essential material resources and a list of potential suppliers in order to more expeditiously obtain resources during a major disaster or emergency.

CONCEPT OF OPERATIONS

- ESF #4 operates under the Emergency Services Group at the Emergency Operations Center (EOC).
- As the primary agency, FRS will monitor incidents on a continuous basis and routinely respond to incidents and emergencies. Most incidents will be managed by the on-scene incident commander (IC).
- Upon EOC activation, , FRS will provide representation to the Emergency Services Group to coordinate support to the IC and assist in identifying strategic level firefighting and fire suppression requirements and potential resource needs that they IC may request.
- At the EOC, ESF #4 will evaluate and analyze information received to update assessments of the situation and conditions being encountered by the fire operations and to convey information collected by other ESF's in the EOC that may be relevant to strategic and tactical decisions being made by the IC. If requested the IC, ESF #4 will undertake contingency planning to meet anticipated and unanticipated demands and needs of situation. ESF #4 will coordinate with other County ESFs to coordinate resource support and to facilitate an effective emergency response.
- FRS will task support agencies as needed to provide assets in order to meet operational requirements. If necessary, private sector sources will be acquired to augment the County resources. ESF #5 Emergency Management within the Operations Support Team will provide technical assistance in identifying resources available through mutual aid agreements such as EMAC.
- Through the execution of existing memoranda of understanding and mutual aid agreements, the fire, rescue, and hazardous materials resources of federal agencies located within the County may be utilized.
- Requests for state or federal assistance, not included in mutual aid agreements, made by the IC and communicated through the Emergency Services Team leader at the EOC will be coordinated by the Disaster Manager to the State Emergency Operations Center (SEOC). . Once the SEOC commits to providing such assistance, ESF #4 will coordinate directly as needed with the state ESF #4 counterparts in fulfilling the requests to support the IC.

- In the event of a federal emergency or disaster declaration that includes Montgomery County, critical resources and other support may be available from federal sources. The Disaster Manager will initiate requests for federal assistance through the SEOC. Once it is determined that the federal government is providing resources the ESF #4 representative will coordinate directly with the designated federal point-of-contact to fulfill the County's requests and to address any issues as to delivery timelines and locations. The timing for receiving such federal assistance will be communicated to the IC.
- FRS public information officer (PIO) will coordinate with the Montgomery County PIO through ESF #15 External Affairs to ensure accurate, consistent, and timely information is provided to the media and the public when necessary.
- ESF #4 will ensure that all FRS costs and expenditures related to the emergency are documented in accordance with guidance provided by the Office of Emergency Management and Homeland Security (OEMHS) and internal County policies and procedures.
- ESF #4 operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.
- Upon the de-activation of the EOC, ESF #4 representative at the EOC will ensure any open actions or issues are transferred to FRS for coordination and completion or resolution in support of the IC.
- FRS will conduct an after-action review of ESF #4 operations within 30 days of the deactivation of the EOC. Issues identified will be assigned to the appropriate ESF #4 agency for action or submitted to OEMHS for resolution through the County's Corrective Action Program (CAP).

ROLES AND RESPONSIBILITIES

All Agencies

Phase		Roles and Responsibilities
Preparedness		<ul style="list-style-type: none">• Develop and maintain internal and external notification rosters and contact lists.

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	<ul style="list-style-type: none"> • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with County guidelines and standards. • Participate in all WebEOC activations and drills.
Response	<ul style="list-style-type: none"> • Update WebEOC position log and monitor throughout the incident.
Recovery	<ul style="list-style-type: none"> • See individual agencies roles and responsibilities.
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Primary Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain the ESF #4 Annex to the EOP. • Coordinate resolution of ESF#4 after-action issues.
Response	<ul style="list-style-type: none"> • Provide representative to the EOC to serve as the primary for ESF #4. • Provide fire detection and suppression. • Provide emergency medical services and triage, treatment and transport of victims. • Enforce fire and life safety code. • If death occurs in a fire, Fire & Explosive Investigations (FEI) will investigate the death in coordination with Montgomery County Police Department (MCPD) Homicide Section. • FEI will investigate incidents where serious injury results from a fire/explosion in coordination with MCPD. • Coordinate the activities of County and municipal fire and rescue resources during disaster operations in order to accomplish incident objectives. • Establish on-scene incident/unified command. • Coordinate incoming mutual aid resources in support of fire and rescue operations. • Prioritize missions in accordance with information provided by ESF #4 Leader.

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Phase	Roles and Responsibilities
	<ul style="list-style-type: none"> Establish and operate staging areas as necessary.
IRecovery	<ul style="list-style-type: none"> Regulate and supervise burn sites for debris removal as needed with direct assistance from Maryland Department of Natural Resources. Conduct ESF #4 after-action review.
Mitigation	<ul style="list-style-type: none"> See All Agencies roles and responsibilities.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF#4 after-action issues.
Response	<ul style="list-style-type: none"> Provide vehicles, site access, fuel and maintenance support for emergency transportation. As necessary, procure and provide materials, supplies, services and equipment needed to support emergency field operations.
Recovery	<ul style="list-style-type: none"> Provide vehicles, site access, fuel and maintenance support for recovery operations. Participate in ESF#4 after-action review.
Mitigation	<ul style="list-style-type: none"> See All Agencies roles and responsibilities.

Support Agency – Department of Environmental Protection

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> See All Agencies roles and responsibilities.
Response	<ul style="list-style-type: none"> Provide support for debris removal
Recovery	<ul style="list-style-type: none"> Participate in ESF #4 after-action review.
Mitigation	<ul style="list-style-type: none"> See All Agencies roles and responsibilities.

Support Agency – Health and Human Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> See All Agencies roles and responsibilities.
Response	<ul style="list-style-type: none"> Support temporary sheltering as appropriate (in cases of structural fires)
Recovery	<ul style="list-style-type: none"> Participate in ESF #4 after-action review.

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Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.
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Support Agency – Office of Homeland Security and Emergency Management

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#4 after-action issues.
Response	<ul style="list-style-type: none"> • Coordinate the request for resources as needed through EMAC and the state EOC. • Manage the EOC.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #4 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Participate in ESF #4 related planning, training, and • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#4 after-action issues. • Develop and maintain inventory of department resources available to support emergency operations.
Response	<ul style="list-style-type: none"> • Provide traffic and access control, in coordination with the Department of Transportation, at emergency scenes as requested by FRS. • As needed, coordinate evacuations and provide security for evacuated areas. • Provide crowd control and site security. • If death occurs in a fire, the MCPD Homicide Section will investigate the death in coordination with the FRS FEI Unit • Investigate incidents where serious injury results from a fire/explosion in coordination with the FRS FEI Unit. • The MCPD will work in unified command with the FRS.
Recovery	<ul style="list-style-type: none"> • As needed provide support for re-entry operations. • Participate in ESF #4 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.
Response	<ul style="list-style-type: none"> • Provide support for heavy equipment, snow and debris removal and traffic management
Recovery	<ul style="list-style-type: none"> • Participate in ESF #4 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Coordinating Organization – American Red Cross

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.
Response	<ul style="list-style-type: none"> • Provide support to displaced persons as appropriate (in cases of structural fires)
Recovery	<ul style="list-style-type: none"> • Participate in ESF #4 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

REFERENCES

- Fire and Rescue Service Disaster Plan.

ACRONYMS

ADA	Americans with Disabilities Act
CAP	Corrective Action Program
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEI	Fire and Explosives Investigation
FRS	Fire and Rescue Services
IC	Incident Command(er)
MCPD	Montgomery County Police Department
MEMAC	Maryland Emergency Management Assistance Compact
NIMS	National Incident Management System
OEMHS	Office of Emergency Management and Homeland Security
PIO	Public Information Office(r)
SEOC	State Emergency Operations Center

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ESF #5 Emergency Management Annex

PRIMARY AGENCY: *Office of Emergency Management and Homeland Security*

Primary Agency	Office of Emergency Management and Homeland Security
Support Agencies	County Attorney's Office
	Department of Permitting Services
	Department of Technology Services
	Finance Department
	Office of Human Resources

INTRODUCTION

ESF Mission

The primary, support, and cooperating agencies of Emergency Support Function (ESF) #5 Emergency Management are tasked with the coordination of countywide response operations and resources. This is conducted through the Emergency Operations Center (EOC) in coordination with the ESF primary, support and coordinating agencies.

Purpose

The purpose of this annex is to outline the specific roles and responsibilities of primary and support County departments and agencies and cooperating organizations ("agencies") under ESF #5 of the Montgomery County Emergency Operations Plan (EOP). Emergency Management as a function is responsible for coordinating the support to incident/unified command responding to emergencies that warrant EOC activation and recommending declarations of emergency to the County Executive for emergency powers under local, state or federal authority to save lives and protect property involved in disaster response, recovery and mitigation. Planning functions involve preparedness.

Scope

- This annex is applicable to all agencies that have assigned roles and responsibilities in the EOP in support of emergency management in ESF #5. This annex supplements the County EOP.
- The Emergency Management activities outlined in this annex will be accomplished through the Operations Support Group at the Emergency Operations Center (EOC). Prior to the activation of the EOC and when the EOC deactivates the activities will be accomplished through the Office of Emergency Management and Homeland Security (OEMHS). Please see the EOC Organization Chart (Figure 3 in the Basic Plan) for a list of participating agencies in the Operations Support Group.
- ESF #5 outlines management activities during emergencies warranting EOC activation and in support of the National Capital Region (NCR). ESF #5 focuses upon the coordination of support, collection, analysis and interpretation of information and the facilitation of operational planning. This includes WebEOC controller and administrative support to the EOC. ESF #5 is responsible for the staffing and operation of the EOC, collection of financial information for emergency operations and other support functions required for response to major disasters and emergencies.
- ESF # 5 focuses upon the policy issues which involve recommendations to the County Executive for emergency declarations and the use of appropriate emergency powers under local, state and federal declarations. ESF#5 gathers damage assessment information and determines if thresholds are met for recommendations to the Governor for federal emergency declarations.
- ESF #5 is focused on the response phase of operations. As the situation stabilizes and transitions to recovery, the ESF #5 role transitions to ESF #14 Long Term Recovery. OEMHS is the primary agency for ESF #14. Reference the ESF #14 Annex for additional Long Term Recovery details.
- ESF #5 Emergency Management functions include:
 - Managing EOC operations and ensuring that the EOC is adequately staffed to accomplish its mission.
 - Providing technical assistance in support of the Community Services Section in order to establish shelters, reception centers or other mass care

facilities. Support and guidance will also be provided for evacuations, developing and distributing protective action guidance and preparing emergency declarations.

- Support agencies in their efforts to ensure their disaster-related programs are compliant with Title II of the Americans with Disabilities Act.
- Maintaining and executing WebEOC incidents.
- Managing the overall emergency-related information collection process. This includes collecting information from all emergency support functions related to the response effort as it pertains to the general population and people with disabilities.
- Situational reports shall be prepared and distributed for each operational period.
- Providing operational information to the various departments, agencies, and supporting organizations engaged in emergency operations
- Serving as the primary point-of-contact with the Maryland Emergency Management Agency (MEMA) and the state EOC to request additional resources.
- Coordinating and managing all requests for Geographic Information Systems (GIS) support to emergency operations.
- Facilitating contingency planning at the EOC and publishing the EOC Action Plan for each operational period in support of IC. The Action Plan provides the objectives to be accomplished by the EOC for the upcoming operational period.
- Tracking the status of assigned objectives to ensure completion via WebEOC.

SITUATION

OEMHS monitors incidents and threats to the County. Information collection, analysis and dissemination activities may be initiated as a situation emerges. ESF #5 may be convened to monitor an incident to determine the scope and magnitude of the emergency and to recommend EOC activations.

Upon activation of the EOC, the ESF #5, under the auspices of the Operations Support Group, assumes responsibility for information management - collection, analysis and dissemination. ESF #5 will also facilitate the action planning process for the EOC in support of the IC.

ASSUMPTIONS

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- As County resources are deployed and reserves committed to emergency response, neighboring jurisdictions under mutual aid may be used to replenish the reserves. Additional resources may also be obtained by requesting additional resources from Maryland and other states or from federal authorities.
- The primary agency will actively engage the support agencies and cooperating organizations in planning, training, and exercises to ensure an effective operation upon activation.
- Agencies will work together to gather and share intelligence regarding the status of critical infrastructure.

CONCEPT OF OPERATIONS

- ESF #5 will receive Incident Action Plans from Incident Command (IC) and actively, analyze, summarize, and distribute information on the situation to all departments and agencies and other supporting partner agencies and organizations. Departments and agencies will provide information to ESF #5 through the Operations Support Group related to their operations, resource requirements, and their assigned information collection requirements.
- The information collection process will focus on the following essential elements of information:
 - Receive an Incident Action Plan from the Incident or Unified Commander.
 - Receive and process requests from IC/Unified Command (UC).

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- Geographic boundaries of the disaster area.
 - Social, physical and economic impacts of the disaster on all residents and businesses of the County.
 - Status of the transportation systems and infrastructure.
 - Status of communications capabilities and infrastructure.
 - Access and entry point to the affected area(s).
 - Hazard-specific information regarding the incident.
 - Current and forecast weather.
 - Status of critical facilities and infrastructure within the impacted area(s).
 - Status of emergency declarations as applicable (e.g. local, state and federal).
 - Resource shortfalls.
 - Response priorities.
 - Status of operations by the County departments and agencies.
 - Collect and track financial costs for all emergency expenses incurred
 - Status of shelters and mass care operations.
- ESF #5 will rely on information collected through the damage assessment process as well as information reported by the Incident Commander(s) and other departments and agencies to develop a county-wide summary of events, damages and response operations. See the Damage Assessment Annex. .
 - The Department of Permitting Services (DPS), a support agency to ESF #5, is responsible for coordinating damage assessment operations as outlined in the Damage Assessment Annex to the EOP. Departments and agencies with assigned responsibilities for damage assessments will provide information to DPS through the Infrastructure Support Group at the EOC for review, analysis and distribution. This information will be transmitted to the Operations Support Group for reporting purposes.
 - The Operations Support Group leader, in consultation with the Disaster Manager, will establish operational periods as the basis for action planning and situation reporting. ESF #5 will prepare and distribute the EOC schedule on a daily basis and prepare and distribute situation reports based upon information provided by the various County departments and agencies at the EOC via WebEOC.

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- Documents developed by ESF #5 at the EOC will not be released directly to the public without appropriate authorization and in coordination with the Public Information Office.
- Generally, once the EOC is deactivated, ESF #5 operations will transition to OEMHS during the recovery phase of operations.
- ESF #5 will develop a demobilization plan.
- Conduct hotwash and after action review following an emergency.

ROLES AND RESPONSIBILITIES

All Agencies

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with all other agencies in this annex.• Develop and maintain internal and external notification rosters and contact lists.• Participate in all-hazards planning, training, and exercises.• Train department staff for emergency assignments.• Develop and maintain an agency-specific continuity of operations plan in accordance with County guidelines and standards.• Participate in WebEOC trainings, drills, and exercises.
Response	<ul style="list-style-type: none">• Ensure department provides adequate staff to provide support to the EOC.

Primary Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain the ESF #5 Annex to the Emergency Operations Plan.• Train department staff for emergency assignments.• Coordinate resolution of ESF#5 after-action issues.• Monitor and track incidents.• Maintain the EOC in a state of operational readiness.• Develop and maintain mutual aid agreements. Compile

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Phase	Roles and Responsibilities
	<p>and maintain a copy of all County Memoranda of Understanding (MOUs) and mutual aid agreements relevant to disaster response for reference in the EOC.</p> <ul style="list-style-type: none"> • Develop and maintain inventory of agency resources. • Conduct WebEOC trainings and exercises. • Build, develop, and test WebEOC boards.
Response	<ul style="list-style-type: none"> • Activate and manage the EOC. • Maintain and operate WebEOC in support of County response efforts. • Ensure adequate staff to support and sustain EOC operations. • Provide technical assistance and administrative support in the preparation and processing of emergency declarations, protective action guidelines, and related issues. • Serve as primary liaison to MEMA and the state EOC. • Manage the overall emergency information collection process. • Facilitate the EOC action planning process and publish the EOC action plan each operational period. • Coordinate and manage requests for GIS support. • Record, process, and track requests for resources to include mutual aid assistance submitted to the EOC.
Recovery	<ul style="list-style-type: none"> • Coordinate with MEMA on state and federal relief programs.
Mitigation	<ul style="list-style-type: none"> • Develop and maintain hazard and risk analysis for Montgomery County as a baseline for developing a County mitigation strategy.

Support Agency - County Attorney's Office

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Assist in resolving ESF#5 after-action issues. • Advise County officials concerning legal responsibilities, powers, and liabilities in emergency declarations and operations.

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Response	<ul style="list-style-type: none"> • Prepare required documents, waivers and legal clearances as needed for emergency declarations and the exercise of emergency powers. • Provide advice concerning legal responsibilities, powers, and liabilities regarding policy formulated for emergency operations and post-disaster and recovery assistance. • Prepare, as appropriate, emergency ordinances (i.e., price gouging and curfews) and local declarations.
Recovery	<ul style="list-style-type: none"> • Prepare waivers and legal clearances. • Assist with the preparation of applications, legal interpretations, or opinions, and Board of Supervisor packages regarding recovery and/or reimbursement. • Participate in after-action review.
Mitigation	<ul style="list-style-type: none"> • Provide technical assistance/preparation of applications, legal interpretations, or opinions.

Support – Finance Department

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Assist in resolving ESF#5 after-action issues. • Provide assistance with grant management for emergency management related activities. • Assist in the provision of training on disaster related financial management procedures for County departments and agencies.
Response	<ul style="list-style-type: none"> • Provide assistance in documenting emergency-related costs. • Provide Project Codes so that the County's Departments and Agencies will be able to track expenses directly related to the disaster or emergency. • Ensure appropriate accounting reports are available to facilitate the compilation of countywide costs to support reimbursement claims or for management reporting
Recovery	<ul style="list-style-type: none"> • Provide assistance in documenting costs. • Provide assistance in preparing bills and requests for reimbursement. • Provide assistance and or financial advice to OEMHS in the preparation and review of federal reimbursement forms, financial reports, and applications.

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Phase	Roles and Responsibilities
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support – Department of Permitting Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Coordinate damage assessment operations as outlined in the Damage Assessment Annex to the EOP. Collect damage assessment reports from other departments and agencies and to review, analyze and synthesize these reports into an overall County damage assessment report. Disseminate this information as appropriate.• Assist in resolving ESF#5 after-action issues.
Response	<ul style="list-style-type: none">• Provide assistance in compiling damage assessment information for reports to MEMA.• Provide damage assessment information related to commercial and residential structures.
Recovery	<ul style="list-style-type: none">• Provide information and assistance as needed to the Preliminary Damage Assessment (PDA).
Mitigation	<ul style="list-style-type: none">• Make recommendations for updating codes or ordinances, where applicable.• Advise the public of private actions that could mitigate individual loss.

Support – Department of Technology Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Maintain operational readiness and effectiveness of IT systems used in EOC operations; ensure rapid response to address and resolve IT problems encountered during EOC activations.• Assist in resolving ESF#5 after-action issues.
Response	<ul style="list-style-type: none">• Provide GIS support to emergency operations.• Provide technical IT assistance and support to the EOC.
Recovery	<ul style="list-style-type: none">• Provide GIS support for recovery operations.
Mitigation	<ul style="list-style-type: none">• Provide GIS support for hazard identification and risk analysis development.

REFERENCES

- Montgomery County Emergency Operations Plan.
- Damage Assessment Annex to the EOP.
- State of Maryland Emergency Operations Plan, 2009.
- Montgomery County Strategic Plan, 2011.

ACRONYMS

ADA	Title II of the Americans with Disabilities Act
DPS	Department of Permitting Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
GIS	Geographic Information System
IC	Incident Command(er)
MEMA	Maryland Emergency Management Agency
MOU	Memorandum of Understanding
NCR	National Capital Region
NIMS	National Incident Management System
OEMHS	Office of Emergency Management and Homeland Security
PDA	Preliminary Damage Assessment
UC	Unified Command

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ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services Annex

PRIMARY AGENCY: *Department of Health and Human Services*

Primary Agency	Department of Health and Human Services
Support Agencies	Community Use of Public Facilities
	Fire and Rescue Services
	Department of General Services
	Office of Emergency Management and Homeland Security
	Montgomery County Police Department
	Recreation Department
	Regional Service Centers
	Department of Transportation
	Community Engagement Cluster (Including the Volunteer Center, Office of Community Partnerships, and Regional Services Centers)
Cooperating Organizations	American Red Cross
	Montgomery College
	Montgomery County Public Schools
	Montgomery County Sheriff's Office

INTRODUCTION

ESF Mission

The primary, support, and cooperating agencies of Emergency Support Function (ESF) #6 Mass Care, Emergency Assistance, Housing, and Human Services are tasked with managing the overall mass care response following a disaster. The mission includes people and pet shelter operations, emergency assistance, medical shelter operations, and family assistance center management.

Purpose

The purpose of this annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations ("agencies") in

mass care and sheltering operations following a disaster or emergency and to provide a concept of operations for conducting these services and support during operations.

Scope

This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of mass care and sheltering. This annex supplements the County EOP.

Definitions

Americans with Disabilities Act (ADA) Best Practices Tool Kit for State and Local Government - Identifies key ADA obligations that apply to all aspects of emergency management.

American Red Cross (ARC) Shelter – A shelter facility operated by the American Red Cross in agreement with Montgomery County.

Co-located Shelter – A shelter where pet owners and their pets are housed or sheltered in the same building, or an adjacent building.

County Shelter – An emergency shelter operated in accordance with the Montgomery County EOP by the agencies and cooperating organizations of the Montgomery County Community Services Group.

Family Assistance Center (FAC) - A facility that is opened as the result of a mass casualty or fatality incident, or other major emergency incident, wherein a significant number of victims and/or family members are expected to request information and assistance.

Functional Needs Support Services (FNSS) – Services that enable individuals to maintain their independence in a general population shelter.

Mass Care – To provide basic immediate needs including shelter and food to disaster victims in Montgomery County.

Public Emergency Shelter - Facilities open to all residents that provide basic accommodations (i.e., food, water, beds and bedding, first aid and non-emergency health services) in a safe and secure environment. Reasonable

modifications to the County's policies and procedures will be made to provide auxiliary aids and services to ensure accessibility for people with disabilities.

Reception Center – A facility identified immediately after an incident has occurred wherein affected residents will be interviewed and their needs assessed.

ASSUMPTIONS

The planning assumptions stated in the Montgomery County EOP also apply to this annex. All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act.

- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.
- The primary agency will actively engage the support and cooperating agencies in planning, training, and exercises to ensure an effective operation upon activation.
- This annex encompasses the full range of non-medical mass care services to include providing shelter, organizing feeding operations, providing non-emergency medical care at designated sites, collecting and providing information on disaster victims to family members, and coordinating bulk distribution of emergency relief items at County shelter sites and co-located animal shelters and other designated locations as appropriate.
- Emergency Support Function (ESF) #6 is responsible for coordinating and providing sheltering assistance to County residents which includes those County residents with non-medical access and functional needs.
- The focus of ESF #6 is on the short-term and immediate needs of the disaster victims. Initial planning for providing equivalent opportunities for accessible post-emergency temporary housing to persons with disabilities will begin during the response and sheltering phase of a disaster. Recovery and long-term housing issues will be covered in ESF #14.

POLICIES

- The Department of Health and Human Services (DHHS) as the primary agency for mass care operations is responsible for coordination of the overall response operations. The DHHS will collect, organize, analyze, summarize, and disseminate information provided by various sources including support agencies.
- For purposes of this annex, mass care and sheltering includes provision of basic immediate care for disaster victims and functional needs support services for people with disabilities. Basic care can include food, water, and shelter. Functional needs support services are the services that enable individuals to maintain their independence in general population shelters and can include modifications to policies, practices, and procedures to support independence, the use/provision of durable medical equipment, consumable medical supplies, and personal support services. This can include service animals, which will not be separated from their owners.

CONCEPT OF OPERATIONS

- Montgomery County maintains a Statement of Understanding (SOU) with the American Red Cross (ARC) of the National Capital Area. The ARC is a primary service provider within the County for mass care including sheltering and feeding operations.
- The primary agency will receive notification of incidents or potential incidents through the Office of Emergency Management and Homeland Security (OEMHS).
- The primary agency will notify support agencies and cooperating organizations of incidents or potential incidents, as appropriate.
- ESF #6 will be activated to provide coordination and management for mass care and sheltering activities dependent upon the expected needs associated with the scope and magnitude of incidents or potential incidents.
- DHHS will provide representation to the Emergency Operations Center (EOC) to coordinate mass care and sheltering requirements and issues.

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DHHS will request representatives from the other support agencies and cooperating organizations as needed.

- Upon request, the ARC will partner in the operation of shelter facilities and arrange for mass feeding and other appropriate support in cooperation with the other departments, agencies, and organizations assigned to support this annex.
- DHHS will coordinate the staffing and services of reception centers and County sheltering facilities to meet immediate needs. The determination to open shelters and/or reception centers will be made by the Director of the OEMHS, in coordination with the primary agency.
- ESF #6 will collect information on shelter activities, populations, and related information and provide it to the EOC each operational period.

DHHS will coordinate with the Animal Services Division at the established shelter locations. The Animal Services Division will operate emergency pet shelters in accordance with the EOP Animal Protection Annex and the Emergency Response Plan for Animals.

- ESF #6 will establish and operate feeding sites to serve disaster victims as determined by the Director of the OEMHS.
- When directed, the DHHS will establish and operate a Family Assistance Center (FAC) to provide assistance to the families of disaster victims in Montgomery County.
- DHHS shall coordinate with ESF #16 agencies for volunteer and donations management needs, and the Department of Liquor Control and the County's Public Information Officer (PIO) to advise the public concerning the availability of emergency food and water supplies, food rationing (if necessary), and regarding food distribution locations, and procedures.
- DHHS will record expenditures, costs, and charges related to identifying and distributing emergency food and water, and submit records to the Director of Finance or his designee for compilation in support of reimbursement claims.
- ESF #6 operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

- DHHS will identify in coordination with the Disaster Manager (if the EOC is activated) or the OEMHS when mass care and shelter operations should demobilize.

ROLES AND RESPONSIBILITIES

All Agencies

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments including the provision of functional needs support services. • Develop and maintain an agency-specific continuity of operations plan in accordance with County guidelines and standards.
Response	<ul style="list-style-type: none"> • See individual agencies roles and responsibilities.
Recovery	<ul style="list-style-type: none"> • See individual agencies roles and responsibilities.
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Primary Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain the ESF #6 Annex to the Emergency Operations Plan. • Include people with disabilities and/or their representative agencies in all phases of emergency management including preparedness, response, recovery and mitigation planning. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Coordinate resolution of ESF#6 after-action issues. • DHHS will appoint a departmental representative to assist the OEMHS and the Emergency Management Group (EMG) in coordinating mass care programs.

Phase	Roles and Responsibilities
	<ul style="list-style-type: none"> • Develop and maintain inventory of agency emergency response resources to include the durable medical equipment and consumable medical supplies needed to meet in-shelter functional needs support services. • Develop and maintain an inventory of basic animal supplies for service dogs in shelter with their owner. • Ensure protection of vital records.
Response	<ul style="list-style-type: none"> • Identify a representative to the EOC, if ESF #6 is activated, or when requested by the Chief Administrative Officer (CAO) or by OEMHS. • Submit requests for available emergency food, medicine, medical supplies, and water supplies from State and Federal resources to the Maryland Emergency Management Agency (MEMA), which will contact the Maryland Department of Human Resources (DHR). • Plan and distribute food vouchers and temporary cash assistance to assist eligible victims. The plan will have alternative provisions for food benefits when electrical power is not available. • Upon declaration of a "temporary emergency" by the USDA Food and Nutrition Service, issue food benefits (i.e. food stamps) to disaster victims in accordance with DHR procedures. • Upon a Declaration of Emergency by the Governor, arrange money grants for food to eligible disaster victims in accordance with DHR procedures. • Provide for authorized issuance of food and/or money grants at DHHS offices and at Federal Emergency Management Agency (FEMA) Disaster Assistance Center(s) (DAC), when established. • Ensure a shelter manager is designated at each shelter location and that they communicate with the EOC during each operational period. • Conduct non-emergency medical care in shelters. • Open and operate mass care county shelters as needed. This includes the support and coordination of the human aspect of the co-located shelters with the Animal Services Division.

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Phase	Roles and Responsibilities
	<ul style="list-style-type: none"> • Provide an emergency shelter liaison to coordinate with pet shelter liaison.
Recovery	<ul style="list-style-type: none"> • Facilitate ESF #6 after-action review. • Continue on-going food programs, and adapt to include victims who become eligible as a result of a disaster. • Initiate planning for post-emergency temporary housing of shelter residents as needed, and to include providing equivalent opportunities for accessible temporary housing to people with disabilities.
Mitigation	<ul style="list-style-type: none"> • Plan and direct the countywide program of emergency social services, including staffing of shelters in partnership with ESF#6 supporting agencies and cooperating organizations. • In accordance with State directives, implement fiscal policies and procedures to administer programs for emergency financial assistance.

Support Agency – Community Use of Public Facilities

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#6 after-action issues. • Identify a representative to the EOC, if the Shelter task Force is activated, or when requested by the Chief Administrative Officer or by OEMHS. • Develop and maintain inventory of agency resources.
Response	<ul style="list-style-type: none"> • Provide available staff, resources, and facilities to support emergency operations. • Provide information as to community users in public facilities during emergency operations.
Recovery	<ul style="list-style-type: none"> • Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#6 after-action issues. • Develop and maintain inventory of agency resources.
Response	<ul style="list-style-type: none"> • Ensure adherence to fire code in all shelters. • Support the evacuation of mobility impaired residents from multiple story buildings
Recovery	<ul style="list-style-type: none"> • Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. <p>Assist in resolving ESF#6 after-action issues. Develop and maintain an inventory of County owned or leased buildings for use as emergency services, storage, or staging facilities, or temporary shelters during disasters. Ensure the operability of emergency generators at recreation centers and County buildings that have been surveyed for use as emergency shelters.</p>
Response	<ul style="list-style-type: none"> • Conduct maintenance and facilities management at all Montgomery County government shelter locations. • Provide fuel for emergency vehicles, portable equipment, and emergency generators.
Recovery	<ul style="list-style-type: none"> • Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#6 after-action issues. • (See Volunteer Services section for possible additions to

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	this section.)
Response	<ul style="list-style-type: none"> • Determine need for opening shelters, reception centers, and other short-term mass care facilities. • Provide technical assistance and support for mass care needs and operations. • Coordinate with non-profit organizations, businesses, Regional Services Centers, state and federal agencies to implement the donations management system.
Recovery	<ul style="list-style-type: none"> • Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Montgomery County Police and Animal Services Division

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#6 after-action issues. • Develop and maintain inventory of agency resources.
Response	<ul style="list-style-type: none"> • As needed, provide security for shelters, reception centers, and other mass care facilities and medical dispensing sites. • Manage pet evacuations and sheltering operations. • Provide a pet shelter liaison to coordinate with emergency shelter liaison.
Recovery	<ul style="list-style-type: none"> • Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Recreation Department

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#6 after-action issues. • Identify a representative to the Emergency Operations

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	<p>Center (EOC), if the Community Services Group is activated, or when requested by the CAO or by OEMHS.</p> <ul style="list-style-type: none"> • Develop and maintain inventory of agency resources.
Response	<ul style="list-style-type: none"> • Provide staff support for shelters, reception centers, and other short-term mass care facilities. • Provide facilities for community and emergency use.
Recovery	<ul style="list-style-type: none"> • Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#6 after-action issues.
Response	<ul style="list-style-type: none"> • Provide support to evacuations by providing assistance in traffic control operations and providing barricades, signs, and other devices to assist the Montgomery County Police Department (MCPD) in establishing a secure perimeter and manage vehicular and pedestrian traffic access/egress. • Provide and coordinate transportation support (e.g. Ride On buses) to assist in evacuations. • If requested, provide available accessible transportation assets (buses and personnel) to help transport shelterees. Coordinate all County transportation resources planned for use in the evacuation.
Recovery	<ul style="list-style-type: none"> • Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Community Engagement Cluster (including the Office of Community Partnerships, Volunteer Center, and Regional Services Centers)

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures

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	<p>in coordination with ESF primary and support agencies and cooperating organizations.</p> <p>Assist in resolving ESF#6 after-action issues.</p>
Response	<ul style="list-style-type: none"> • Communicate needs to potential volunteers through existing volunteer databases or contact lists. • Make the Regional Service Center (RSC) available if requested as an emergency shelter if there is adequate space. Provide available space and resources volunteer and donation coordination.
Recovery	<ul style="list-style-type: none"> • Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – American Red Cross

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#6 after-action issues. • Identify a representative to the EOC, if the Community Services Group is activated, or when requested by the CAO or by OEMHS. • Assess potential facilities for use as an emergency shelter, including ADA compliance.
Response	<ul style="list-style-type: none"> • Provide shelter, food, and clothing to address the basic human immediate needs of disaster victims and functional needs support services for people with disabilities. • Upon request, open and operate mass care shelters and reception centers. • Provide staff support to a Family Assistance Center. • In coordination with the primary agency, provide mental health services for disaster victims. • Provide fixed and mobile feeding sites for evacuees, victims and emergency workers. • Upon request, provide food for staff at a pet shelter.
Recovery	<ul style="list-style-type: none"> • Participate in after-action review. • Provide canteen services (e.g., bulk distribution of clean-

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Phase	Roles and Responsibilities
	up kits) from mobile units for families cleaning up following a disaster.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – Montgomery College

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#6 after-action issues. • Identify a representative to the Emergency Operations Center, if the Community Services Group is activated, or when requested by the CAO or by OEMHS. • Develop and maintain inventory of agency resources.
Response	<ul style="list-style-type: none"> • Provide available facilities for town hall meetings following disasters. • Assist with damage assessment by providing damage assessment reports for the College. • Conduct debris removal and disposal operations for College facilities and grounds.
Recovery	<ul style="list-style-type: none"> • Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – Montgomery County Public Schools

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#6 after-action issues. • Identify a representative to the EOC if the Community Services Group is activated, or when requested by the CAO or by OEMHS. • Develop and maintain inventory of agency resources.
Response	<ul style="list-style-type: none"> • Provide facilities for shelters and reception centers. • Provide support for feeding operations. • Assist with damage assessment by providing damage assessment reports for the Montgomery County Public

Phase	Roles and Responsibilities
	Schools (MCPS). <ul style="list-style-type: none"> • Provide available facilities for medical dispensing sites.
Recovery	<ul style="list-style-type: none"> • Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – Montgomery County Sheriff's Office

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#6 after-action issues.
Response	<ul style="list-style-type: none"> • Provide available staff, resources, and facilities to support emergency operations. • Provide security for all emergency shelters for the duration of the emergency shelter established by the County in coordination with the American Red Cross or Department of Health and Human Services, contingent upon available resources. • Provide assistance to the MCPD as requested • If needed, provide deputy sheriffs to ensure the orderly distribution of food, water, and/or medicine at county-identified distribution centers.
Recovery	<ul style="list-style-type: none"> • Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

REFERENCES

- Montgomery County Emergency Response Plan for Animals. Animal Services Division
- Montgomery County Emergency Operations Plan, Animal Protection Annex.
- Chapter 7 from Title II of the Americans with Disabilities Act
- Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters. FEMA
- Montgomery County Shelter Operations Guide

ACRONYMS

ADA Americans with Disabilities Act
ARC American Red Cross

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CAO	Chief Administrative Officer
DAC	Disaster Assistance Centers
DHHS	Department of Health and Human Services
DHR	Department of Human Resources
EMG	Emergency Management Group
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FAC	Family Assistance Center
FEMA	Federal Emergency Management Agency
FNSS	Functional Needs Support Services
MCPD	Montgomery County Police Department
MCPS	Montgomery County Public Schools
MEMA	Maryland Emergency Management Agency
NIMS	National Incident Management System
OEMHS	Office of Emergency Management and Homeland Security
PIO	Public Information Office
RSC	Regional Services Center
SOU	Statement of Understanding

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ESF #7 Resource Support and Logistics Management Annex

PRIMARY AGENCY: *Department of General Services*

Primary Agency	Department of General Services
Support Agencies	Department of Corrections and Rehabilitation
	Department of Economic Development
	Department of Finance
	Department of Liquor Control
	Office of Emergency Management and Homeland Security
	Montgomery County Police Department
	Department of Transportation
Cooperating Organizations	Montgomery County Public Schools

INTRODUCTION

ESF Mission

The primary, support, and cooperating agencies of Emergency Support Function (ESF) #7 Resource Support and Logistics Management provide logistical support and resource management following a disaster. This includes maintenance, deployment and demobilization of the County's resource inventory. This ESF also coordinates with other local, state, regional, and federal partners to obtain additional resources are required during an event.

Purpose

The purpose of this annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations ("agencies") in providing logistical support to emergency operations under ESF #7 of the Montgomery County Emergency Operations Plan (EOP). The annex also provides a concept of operations for conducting logistical support services to

identify, procure, inventory, and distribute critical resources, in coordination with other local and state governments, the federal government, private industry, and volunteer organizations, to effectively respond to and recover from the effects of a disaster.

Scope

- This annex is applicable to all agencies that have assigned roles and responsibilities in the EOP in support of logistics operations in ESF #7. This annex supplements the County EOP.
- ESF #7 is not intended to replace or supplant the purchasing authorities of the individual County departments and agencies. Rather, ESF #7 will provide assistance to other County ESFs in locating and procuring critical resources, supplies, and services in support of emergency response and recovery operations.
- ESF #7 includes supporting the establishment of staging areas, storage facilities, points of distribution and other facilities that may be needed to support response and recovery operations.
- ESF #7 will maintain an inventory of essential material resources and a list of potential suppliers (in close coordination with other ESFs) in order to more expeditiously obtain resources during a major disaster or emergency.
- The Department of General Services as the primary agency will engage the ESF #7 support and partner organizations in planning, training, and exercises to ensure an effective logistics support operation upon activation.
- The primary and support agencies will develop internal operational plans and procedures necessary to accomplish their ESF #7 roles and responsibilities.

ASSUMPTIONS

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- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.
- The primary agency will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation.
- ESF #7 operates under the Infrastructure Support Group in the Emergency Operations Center (EOC).
- Significant disasters or emergencies may occur within the County that will require the distribution of relief commodities such as potable water, food, and ice to affected residents requiring a coordinated logistical effort.
- While Montgomery County contains sufficient resources to respond to most emergencies, a significant emergency situation may result in the depletion of some types of resources. In response to such a situation, it is the responsibility of the Montgomery County government to make the wisest, effective use of available resources to protect the lives and property of its citizens.
- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.
- Additional resources may take considerable time (72 hours or more) to deploy.
- Whenever practical, resources available from County or other governmental or quasi-governmental resources will be used before supplies or services are obtained from private contractors.

- The ordering of supplies and services will follow the Procurement Regulations, Section 11B-16 “Emergency Procurement” Montgomery County Code Chapter 11 and the Maryland Annotated Code, as amended. Supplies and services can also be procured using existing contracts to the extent practical.

CONCEPT OF OPERATIONS

- Resource lists will be developed and maintained by each department that detail the type, location, contact arrangements, and acquisition procedures of the resources identified as being critical, including critical resources needed to support people with disabilities.
-
- Potential sites for local resource collection, storage, and distribution sites will be identified and strategically located to facilitate recovery efforts. Standard operating procedures will be developed to manage the processing, use, inspection, and return of resources coming into the area. The State of Maryland has an agreement with Wal-Mart Stores/Sam’s Club to use their parking lots as “points of distribution” (PODs) for emergency supplies. These sites will be considered in the event the County determines the need to establish PODs.
- Upon activation of the Emergency Operations Center, the Department of General Services will provide representation to the EOC to serve as the ESF #7 lead to coordinate resource and logistics management requirements and issues.

The Chief Administrative Officer (CAO) will authorize necessary emergency procurements to support emergency operations and delegate contracting authority to ESF #7

- Requests for resource and logistical support from on-scene incident commanders and/or other ESF representatives will be assigned to ESF #7 through the Infrastructure Support Group Leader. ESF #7 will manage all assigned requests for resources and logistical support and coordinate directly with the requester as necessary.

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- ESF #7 will coordinate with the Department of Transportation as the primary agency for ESF#1 Transportation, as needed for transportation support for delivering and distributing resources.
- ESF # 7 will coordinate with the Montgomery County Police Department (MCPD) as the primary agency for ESF # 13 Public Safety and Security, to provide for traffic management and security at PODs and other logistical support facilities established by ESF #7.
- The primary agency (ESF #7) will task support agencies as needed to provide assets in order to meet operational requirements. If necessary, private sector sources will be acquired to augment the County resources. ESF #7 will advise the Infrastructure Support Group Leader of shortfalls that may require state or federal assistance or to obtain guidance in prioritizing requests. ESF #5 Emergency Management will provide technical assistance in identifying resources that may be available through mutual aid agreements such as the Maryland Emergency Management Assistance Compact (MEMAC), Emergency Management Assistance Compact (EMAC), and the National Capital Region (NCR) Mutual Aid Agreement.
- Requests for state or federal assistance will be coordinated by the Disaster Manager to the State Emergency Operations Center (SEOC) in response to needs identified by the Infrastructure Support Group Leader. Once it is determined that the state will be providing assistance, ESF #7 will coordinate directly as needed with the state ESF #7 counterpart in fulfilling the requests.
- In the event of a federal emergency or disaster declaration that includes Montgomery County, critical resources and logistical support may be available from federal sources. The Disaster Manager will initiate requests for assistance through the SEOC. Once it is determined that the federal government is providing the resources (such as potable water, food and ice) the County ESF #7 representative will coordinate directly with the designated federal point-of-contact to fulfill the County's requests and to address any issues as to delivery timelines and locations.
- The Department of Health and Human Services (DHHS) as the primary agency for ESF #6, Mass Care, Emergency Assistance, Housing & Human Services, will identify the need to establish points of distribution in order to distribute emergency relief commodities such as potable water and food. ESF

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#7 will provide logistical assistance in establishing, staffing, and operating the PODs.

- The primary agency will ensure that all ESF related costs and expenditures are documented in accordance with guidance provided through ESF #5 at the EOC and internal County policies and procedures.
- ESF #7 operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.
- The ESF #7 representative at the EOC will ensure any open actions or issues are transferred to the Department of General Services for completion or resolution upon the de-activation of the EOC.
- The Department of General Services will facilitate an after-action review of ESF #7 operations within 30 days of the deactivation of the EOC. Issues identified will be assigned for resolution to the appropriate ESF #7 agency or submitted to Office of Emergency Management and Homeland Security (OEMHS) for resolution through the County Corrective Action Program (CAP).

ROLES AND RESPONSIBILITIES

<i>All Agencies</i>	
Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain internal department plans and procedures.• Train department staff for emergency assignments.• Develop and maintain internal notification roster.• Develop and maintain inventory of department resources available to support emergency operations.• Participate in all WebEOC trainings, drills, and exercises.
Response	<ul style="list-style-type: none">• See individual agency roles and responsibilities.• Update the WebEOC position log and monitor throughout the incident.
Recovery	<ul style="list-style-type: none">• See individual agency roles and responsibilities.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Primary Agency – Department of General Services
Support Agency – Department of Corrections and Rehabilitation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Participate in ESF #7 related planning, training, and exercises. • Assist in resolving ESF #7 after-action issues. • Develop supporting plans and procedures.
Response	<ul style="list-style-type: none"> • Provide community service volunteers and supervised inmate volunteers to assist with loading and unloading, sorting, packaging and otherwise handling donated goods, as necessary. • As appropriate provide warehouse support through the Montgomery County Correctional Facility (MCCF) for storage of emergency relief commodities. • Provide emergency laundry service in support of County emergency operations through the MCCF. • Provide food preparation in support of County emergency operations from the MCCF facility.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #7 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Economic Development

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Participate in ESF #7 planning, training, and exercises. • Assist with resolving ESF #7 related after-action issues.
Response	<ul style="list-style-type: none"> • Provide staff to support ESF #7 in the EOC when requested. • Provide staff to assist when needed with management of warehouse and/or distribution facilities.
Recovery	<ul style="list-style-type: none"> • Provide staff to assist when needed with management of warehouse and/or distribution facilities. • Participate in ESF #7 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Finance

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Participate in ESF#7 planning, training, and exercises. • Assist with resolving ESF #7 related after-action issues.

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Response	<ul style="list-style-type: none"> • Provide the Project code number(s) for supporting disaster operations. • Provide staff to support ESF #7 in the EOC when requested. • Provide financial management including maintaining vendor files and payment of bills. • For expenditures requiring centralized Department of Finance approval, maintain records of expenditures, charges, and costs incurred by the County in identifying and distributing emergency food and water. • Establish accounts for tracking the costs associated with implementation and operation of a donations management program. • Manage donations of cash or checks, except those marked for the Red Cross, in an account designated for disaster relief.
Recovery	<ul style="list-style-type: none"> • Provide financial management including maintaining vendor files and payment of bills. • Participate in after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Liquor Control

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Participate in ESF #7 planning, training, and exercises. • Assist in resolving ESF #7 after-action issues.
Response	<ul style="list-style-type: none"> • Provide staff to support ESF #7 in the EOC when requested. • As required, identify and manage warehouse buildings, appropriate sites for food and water storage areas, and reception areas. • Assist with establishing delivery locations for bulk food and water supplies, and the means of disbursement to individuals, shelters, and others, as required. • Provide drivers and trucks for delivery of food and water and provide appropriate materials handling equipment and qualified operators for forklifts, tow motors, etc. • Provide refrigerated trucks, if appropriate, and refrigerated warehouse space as a temporary morgue

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Phase	Roles and Responsibilities
	when required.
Recovery	<ul style="list-style-type: none"> • Provide support in demobilizing points of distribution established for distributing emergency relief commodities. • Participate in ESF #7 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Participate in ESF #7 planning, training, and exercises. • Develop and maintain and update the Montgomery County Master Resource Directory. • Annually update and maintain an inventory of facilities to be used for emergency shelter locations, contact lists, shelter layout, if available, and shelter capacity. • Manage the MEMAC, EMAC, and NCR mutual aid agreements and process for Montgomery County. • Assist in resolving ESF #7 after-action issues.
Response	<ul style="list-style-type: none"> • Provide staff to support ESF #7 in the EOC when requested. • Manage and track requests for resources submitted to Maryland Emergency Management Agency (MEMA). • Provide technical assistance in identifying sources for emergency relief commodities. • Coordinate the implementation of resource requests through Emergency Support Functions of the National Response Framework upon declaration of an emergency by the County Executive and subsequent declarations of an emergency by the Governor of Maryland and the President of the United States.
Recovery	<ul style="list-style-type: none"> • Manage and track requests for resources submitted to the MEMA. • Participate in ESF #7 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Participate in ESF #7 planning, training, and exercises.

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	<ul style="list-style-type: none"> • Assist in resolving ESF #7 after-action issues.
Response	<ul style="list-style-type: none"> • Provide for traffic management and control at points of distribution. • Provide for security at PODs and other logistical support facilities.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #7 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Participate in ESF #7 planning, training, and exercises. • Assist in resolving ESF #7 after-action issues.
Response	<ul style="list-style-type: none"> • Provide staff to support ESF #7 in the EOC when requested. • Coordinate and fill requests for available equipment, trucks, and operators. • Provide assistance in traffic management and control. • Provide information on traffic conditions and issues through the Transportation Management Center. • Provide support to evacuations by providing assistance in traffic control operations and providing barricades, signs, and other devices to assist MCPD in establishing a secure perimeter and manage vehicular and pedestrian traffic access/egress.
Recovery	<ul style="list-style-type: none"> • Coordinate and fill requests for available equipment, trucks, and operators. • Participate in ESF #7 after-action review.
Mitigation	See All Agencies roles and responsibilities.

Cooperating Organization – Montgomery County Public Schools

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Participate in ESF #7 planning, training, and exercises. • Assist in resolving ESF #7 after-action issues.
Response	<ul style="list-style-type: none"> • Provide transportation support to logistics operations. • Provide available warehouse and storage space to support distribution of relief commodities.
Recovery	<ul style="list-style-type: none"> • Participate in ESF#7 after-action review.
Mitigation	See All Agencies roles and responsibilities.

REFERENCES

- Maryland Emergency Operations Plan, 2007.

ACRONYMS

ADA	American's With Disabilities Act
CAO	Chief Administrative Officer
CAP	Corrective Action Program
DHHS	Department of Health and Human Services
DRC	Disaster Recovery Center
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
MCCF	Montgomery County Correctional Facility
MCPD	Montgomery County Police Department
MCPS	Montgomery County Public Schools
MEMA	Maryland Emergency Management Agency
MEMAC	Maryland Emergency Management Assistance Compact
NCR	National Capital Region
NIMS	National Incident Management System
OEMHS	Office of Emergency Management and Homeland Security
PODS	Points of Distribution
SEOC	State Emergency Operations Center

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ESF #8 Public Health and Medical Services Annex

PRIMARY AGENCY: *Department of Health and Human Services - Public Health Services*

Primary Agency	Department of Health and Human Services – Public Health Services
Support Agencies	County Attorney's Office
	Fire and Rescue Services
	Department of Liquor Control
	Office of Emergency Management and Homeland Security
	Montgomery County Police Department
	Regional Service Centers
	Department of Transportation
	Community Engagement Cluster
	Department of General Services
	Permitting Services
	MC 311
Cooperating Organizations	American Red Cross
	Montgomery College
	Montgomery County Public Schools
	Montgomery County Sheriff's Office
	Hospitals

INTRODUCTION

ESF Mission

The primary, support, and cooperating agencies of Emergency Support Function (ESF) #8 Public Health and Medical Services are tasked with managing public health and medical response operations. Their mission is to provide lifesaving and life sustaining services before, during, and following a disaster.

Purpose

The purpose of this annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations (“agencies”) in public health and medical services operations following a disaster or emergency and to provide a concept of operations for conducting public health and medical services, and behavioral health and support during operations. This annex also covers protecting the food supply in the event of an accidental or deliberate action that threatens food safety and security, and providing nutrition assistance or protecting the County’s natural and agricultural resources following a major disaster or emergency.

Scope

- This annex is applicable to all agencies that have assigned roles and responsibilities in the EOP in support of health and medical services in ESF #8. Health and medical support includes coordinating health and medical professionals and their disposition of care and treatment as well as managing medical supplies and resources to facilitate an effective and efficient response and recovery. This annex supplements the Montgomery County Emergency Operations Plan (EOP).
- In the event of an incident that results in mass fatalities the Maryland Office of the Chief Medical Examiner (MD OCME) will assume jurisdiction of human fatalities and investigate the deaths as authorized under Title 5 of the Health – General Article of the Annotated Code of Maryland. The Mass Fatality Incident Annex to the EOP delineates the concept of operations and the roles and responsibilities of County departments and agencies in mass fatality situations. For the purposes of this annex, mass fatality will mean any situation in which there are more human bodies to be recovered and examined than can be handled by the usual local resources. In the event that MD OCME does not assume jurisdiction, it will become the responsibility of ESF-8.
- The Biological Incident Annex to the EOP is applicable to significant disease outbreaks resulting from bioterrorism attacks or natural origins within or affecting Montgomery County including:
 - Biological terrorism events involving Weapons of Mass Destruction (WMD);
 - Emerging infectious diseases; and

- Novel pathogen outbreaks (pathogens that have not been previously identified).
- Another primary focus of this annex is food security for a significant food emergency. A food-related emergency involves the unintentional or deliberate contamination, threatened or actual, of food that impact human health. For purposes of this annex, a food-related emergency does not apply to food incidents routinely handled by the Montgomery County Department of Health and Human Services, Public Health Services (DHHS - PHS) or the Maryland Department of Health and Mental Hygiene (DHMH). This annex is focused on food emergencies that may involve a large number of people in a small area or that are widespread, involving multiple localities and/or states. Maryland DHMH and Montgomery County DHHS/PHS will confer and work with state and federal agencies to ensure coordinated response to food related problems.
- The scope of this annex includes ensuring that the food products affected by the incident are safe; removing unsafe foods from commerce; and ensuring a partnership among federal, state, local, and private sector entities in providing timely, accurate information and in taking appropriate actions to mitigate the impacts of the incident.

ASSUMPTIONS

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.
- The primary agency will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation.

- A significant disaster event may cause injuries to a considerable number of people, produce physical or biological health hazards throughout the affected area, and create a widespread need for medical care or public health guidance.
- Medical, mental health and extended care facilities may be damaged or affected by utility company outages (electric, natural gas, and water) that will impact the ability to provide medical care.
- Damage to industrial sites, water systems, and pipelines may create secondary casualties, cause fires, or create a toxic or contaminated environment for communities and first responders.
- Damage to solid waste disposal facilities and water treatment systems as well as the disruption of electrical power may cause conditions that propagate bacteria and disease.
- An act of food tampering within the supply chain, particularly an act directed against large sectors of the food industry in the United States will have major consequences that may overwhelm the capabilities of one or more states and local jurisdictions, including Montgomery County.
- A food incident may include biological, chemical, or radiological contaminants that may require concurrent implementation of other EOP annexes. The incident may not be recognized as such until the biological, chemical, or radiological agent is detected or the effects of exposure to the public are reported to appropriate authorities.
- No single entity possesses the authority, expertise, and resources to act unilaterally on the many complex issues that may arise in response to a significant food incident, especially given the increasingly global nature of the food system.
- Food related emergencies may result from a variety of factors:
 - Natural disasters or man-made events that affect food or impact human health (e.g., hurricane, floods, power outages) that result in the loss of food due to spoilage or contamination.

- Unintentional contamination of food that results in a public health threat or food-borne disease such as improper processing or production.
 - Deliberate contamination of food to cause harm to the public or the economy.
- In some cases, it may be difficult to determine initially whether an emergency is caused by deliberate or accidental factors. However, the initial response to protect public health and reduce the threat may be the same.

CONCEPT OF OPERATIONS

- All emergency response and recovery operations conducted under this annex will be in accordance with NIMS.
- The Department of Health and Human Services Public Health Service (DHHS – PHS) will actively engage the support agencies and the County medical community in planning, training, and exercises to ensure an effective operation upon activation.
- DHHS – PHS as the primary agency for ESF #8 is responsible for coordinating the overall medical response operations. ESF #8 will provide health and medical services and behavioral health to the community during and after a disaster or emergency including the protection of the water supply, ensuring adequate sanitation, ensuring food safety, providing medical services, mass pharmaceutical dispensing, and preventing or controlling epidemics.
- Depending upon the scope and magnitude of an incident DHHS – PHS may activate their Public Health Command Center (PHCC) to coordinate the overall medical response. Upon activation of the county Emergency Operations Center (EOC), DHHS – PHS will provide representation to coordinate public health and medical services requirements and issues. ESF #8 reports to the Community Services Group leader at the EOC.
- The DHHS – PHS representative at the EOC will maintain communications with the PHCC to ensure that tasks and other support are requested appropriately. The PHCC and the EOC will exchange situational awareness updates on a regular basis.

- DHHS - PHS will collect, organize, analyze, summarize and disseminate information related to the medical infrastructure, services and public health issues in coordination with the ESF #8 support agencies and the medical community. This information will be disseminated to and coordinated with the EOC Operations Support Group. Damage assessment information will be provided to the Department of Permitting Services as detailed in the Damage Assessment Annex to the EOP.
- DHHS - PHS in coordination with ESF #15 External Affairs will develop and disseminate public service announcements as necessary to provide the public with pertinent public health information and guidance and also within the County.
- DHHS - PHS will coordinate incoming mutual aid resources in support of public health and medical services.
- The ESF #8 representative at the EOC, with assistance from the Incident Management Team if needed, will coordinate requests for support from other County ESFs.
- Requests for state or federal assistance will be coordinated by the Disaster Manager to the State Emergency Operations Center (SEOC) in response to needs identified by ESF #8 through the Community Services Group leader. Once it is determined that the state is providing assistance, the ESF #8 representative will coordinate directly as needed with the state ESF #8 counterpart in fulfilling the requests.
- In the event of a federal emergency or disaster declaration that includes Montgomery County, critical resources and support may be available through the federal government. The Disaster Manager, in coordination with ESF #8, will initiate requests for federal assistance through the SEOC. Once it is determined that the federal government is providing the resources (such as Disaster Medical Assistance Teams or DMATs) the County ESF #8 representative will coordinate directly with the designated federal point-of-contact to fulfill the County's requests and to address any issues as to delivery timelines and locations. The ESF #8 Annex to the National Response Framework (NRF) describes support that may be provided through the federal government.

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- DHHS – PHS will ensure that all ESF #8 related costs and expenditures are documented in accordance with guidance provided by ESF #5 and internal County policies and procedures.
- In the event of an incident that results in mass fatalities the Montgomery County Police Department (MCPD) will assume jurisdiction of human remains and investigate the death of human beings as casualties associated with an emergency as authorized under Section 35 of the County Code. The MD OCME is responsible for determining the cause and manner of the death specifically if the death occurs by violence, suicide, casualty, or suddenly as authorized under Title 5 of the Health – General Article of the Annotated Code of Maryland. ESF #8 will coordinate support to the MD OCME as needed from County departments and agencies (see Mass Fatality Incident Annex to the EOP).
- DHHS - PHS will coordinate with state and federal public health agencies and the Maryland Department of Health and Medical Hygiene (DHMH) to assess the health and medical needs arising from the incident.
- DHHS - PHS is designated as the primary agency for this annex. The DHMH, Division of Food Control has the primary responsibility for responding to food safety and security incidents that involve food sold by a wholesale establishment or for incidents at a food processing establishment. In the event of a significant incident related to food security, County departments and agencies will provide support as necessary to state and federal authorities.
- In any incident involving food that is associated with a food service establishment, such as a restaurant or school cafeteria, DHHS – PHS conducts a standard food-borne illness investigation. If a criminal act is suspected as a result of this investigation, the incident will be referred to the Montgomery County Police Department. In the event the investigation indicated that the suspect food may have been initially contaminated at the packing or distribution point in the supply chain, DHHS - PHS will alert the DHMH based upon the nature of the incident, DHMH in turn will contact the U.S. Department of Agriculture (USDA) or the Food and Drug Administration (FDA).

- The USDA and/or FDA will work with federal, state, and local authorities (as well as industry) to conduct tracing, recall, and control of adulterated products (including disposal).
- The MCPD will provide the initial response and evidence gathering relative to a criminal investigation of a food supply emergency originating within the County and will coordinate with the Maryland State Police as appropriate. It is likely that this initial law enforcement effort will be quickly augmented with federal law enforcement involvement. An Environmental Health Specialist will provide expertise to investigating officers for all investigations.
- At the federal level, the USDA and the FDA have the primary responsibility for food safety and security. USDA is responsible for meat, poultry, and egg-related products, whereas FDA is responsible for all other food sources. Depending upon the nature of the incident other federal departments and agencies may become directly involved as well. Further information on federal response policies related to nationally significant incidents regarding food safety and security are included in the ESF #11 (Agriculture and Natural Resources) and the Food and Agriculture Incident annexes to the NRF.
- In the event of a federal emergency or disaster declaration that includes Montgomery County, critical resources and support may be available through the federal government. The Disaster Manager will initiate requests for federal assistance through the SEOC. Once it is determined that the federal government is providing the resources the County ESF #11 representative will coordinate directly with the designated federal point-of-contact to fulfill the County's requests. The ESF #11 and Food and Agriculture Incident annexes to the NRF describe support that may be provided through the federal government.
- ESF #8 will coordinate with ESF #7 Logistics Support and Resource Management for incoming mutual aid resources in support of food safety and security operations and will establish staging areas and logistical support bases for requested mutual aid resources.
- Restaurants, wholesale and grocery stores, schools, and other businesses that produce and distribute food or meals will be notified in case of suspicious outbreak involving food contamination.

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- The ESF #8 representative at the EOC will ensure any open actions or issues are transferred to the DHHS for coordination and completion or resolution upon the de-activation of the EOC.
- DHHS will facilitate an after-action review of ESF #8 operations within 30 days of the closure of the EOC. Issues identified will be assigned to the appropriate ESF #8 agencies for action or submitted to the Office of Emergency Management and Homeland Security (OEMHS) for resolution through the County's Corrective Action Program (CAP).

ROLES AND RESPONSIBILITIES

All Agencies

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain internal and external notification rosters and contact lists.• Participate in all- hazards planning, training, and exercises.• Train department staff for emergency assignments.• Develop and maintain an agency-specific continuity of operations plan in accordance with County guidelines and standards.• Participate in all WebEOC trainings, drills, and exercises.
Response	<ul style="list-style-type: none">• Update the WebEOC position log and monitor throughout the incident.
Recovery	<ul style="list-style-type: none">• See individual agency roles and responsibilities.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Primary Agency – Department of Health and Human Services / PHS

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain the ESF #8 Annex to the Emergency Operations Plan.• Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations.

Phase	Roles and Responsibilities
	<ul style="list-style-type: none"> • Coordinate resolution of ESF#8 after-action issues. • Develop and maintain an inventory of medical resources within the County. • Provide surveillance for disease occurrence in coordination with the National Capital Region (NCR) jurisdictions, Maryland DHMH, and the healthcare system. • In coordination with ESF 15 develop and disseminate public service announcements as necessary to provide the public with pertinent public health information and guidance. Provide this information in an accessible format to ensure effective communication with people with disabilities. • Ensure facilities used for county public health and medical services are accessible to individuals with disabilities.
Response	<ul style="list-style-type: none"> • Coordinate situation assessment of the medical infrastructure, services and medical needs including infrastructure that impacts people with functional needs. • Issue drinking water and food restriction advisories. • Establish and operate points of dispensing of prophylactic medication. • Establish liaison with County hospitals, DHMH, community partners and other medical facilities to coordinate emergency request of available resources, including the Strategic National Stockpile (SNS). • Coordinate with the Montgomery County Public Information Office to ensure the public is appropriately informed and that the information is provided in an accessible manner to ensure effective communication with people with disabilities. • Implement quarantine/isolation measures upon authorization. • Provide guidance to the public on general sanitation issues. • Monitor food handling and mass feeding sanitation service in emergency facilities in coordination with the

Phase	Roles and Responsibilities
	<p>American Red Cross (ARC).</p> <ul style="list-style-type: none"> • Monitor food handling practices in licensed commercial food service facilities in the affected area. • Supported by the Maryland DHMH, advise on assessment of environmental risk related to the incident. • Coordinate and provide disaster mental health services in conjunction with private community mental health partners. • Provide emergency public health services. • Coordinate laboratory surveillance and technical expertise provided by DHMH. • Conduct environmental health assessments. • Inspect for the safety of food. • Conduct limited testing of clinical and environmental samples where food contamination is reported. • Coordinate with ESF #13 to provide expertise for criminal investigations. • Inspect restaurants and regulated portions of grocery stores to ensure food safety when an incident is reported. • Provide epidemiological surveillance, outbreak investigation, and follow-up as needed and active disease surveillance and control. • Provide information on health and medical services and programs for individuals and people with disabilities during an emergency. • Connect individuals with disabilities with resources for disability related assistance (DRA), durable medical equipment (DME), and consumable medical supplies (CMS).
Recovery	<ul style="list-style-type: none"> • Ensure that appropriate mental health services are available to disaster victims, responders and their families. • Continue coordination as needed with state and federal health and environmental agencies, such as Department of Agriculture and Department of Natural Resources and DHMH. • Provide people with disabilities information to connect

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Phase	Roles and Responsibilities
	<p>with state and federal agencies about available resources through the Deficit Reduction Act and the Centers for Medicare and Medicaid Services. Coordinate the disposal of contaminated food items and coordinate with MCPD Animal Services Division for the disposal of dead animals.</p> <ul style="list-style-type: none"> • Conduct ESF #8 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – County Attorney’s Office

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#8 after-action issues.
Response	<ul style="list-style-type: none"> • Assist with the implementation of isolation and quarantine orders and other court orders as needed. • Prepare, as appropriate, emergency ordinances (i.e., price gouging and curfews) and local declarations. • Advise County officials concerning legal responsibilities, powers, and liabilities regarding emergency operations and post-disaster and recovery assistance.
Recovery	<ul style="list-style-type: none"> • Participate in the ESF #8 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#8 after-action issues.
Response	<ul style="list-style-type: none"> • Provide emergency medical care, triage, and transportation in accordance with standard operating policies and procedures. • Coordinate and activate the Community Emergency Response Team (CERT). • As resources permit, provide ambulances and personnel

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Phase	Roles and Responsibilities
	to assist with the evacuation of hospitals and nursing homes, after these facilities have exhausted their private transportation vehicle resources.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #8 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#8 after-action issues. • Coordinate with the Community Resilience and Outreach Program.
Response	<ul style="list-style-type: none"> • Activate and manage the EOC. • As necessary, coordinate requests for state and federal assistance. • Assist in the development and dissemination of protective guidance information.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #8 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Department of Liquor Control

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#8 after-action issues.
Response	<ul style="list-style-type: none"> • Provide refrigerated trucks and refrigerated warehouse space as a temporary storage area or morgue when required. • Provide transportation support and delivery to identified facilities for mass dispensing activities
Recovery	<ul style="list-style-type: none"> • Participate in ESF #8 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#8 after-action issues.
Response	<ul style="list-style-type: none"> • Provide security, as needed, for the Strategic National Stockpile receiving, staging and storing site, dispensing sites and medical treatment facilities. • During mass fatality incidents under the guidance of the Office of the Chief Medical Examiner (OCME), in process evidence (fingerprinting, collection of personal effects, documentation of injuries, and identification and notification of next of kin). • Conduct death investigations and coordinate and provide support to agencies that have primary investigative jurisdiction. • Coordinate for technical expertise in investigations of food-borne diseases. • Depending on scope and size of the incident, assist in the enforcement of isolation and quarantine orders.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #8 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#8 after-action issues.
Response	<ul style="list-style-type: none"> • Provide support to evacuations by providing assistance in traffic control operations and providing barricades, signs, and other devices to assist the MCPD in establishing a secure perimeter and manage vehicular and pedestrian traffic access/egress. • Provide and coordinate transportation support to PODs.
Recovery	<ul style="list-style-type: none"> • Provide support to re-entry operations by providing assistance in traffic control. • Participate in ESF #8 after-action review.

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Phase	Roles and Responsibilities
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Community Engagement Cluster

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#8 after-action issues.
Response	<ul style="list-style-type: none"> • Assist with communication to non-profit community. • Assist with coordination of building space in Regional Services Centers for use as medical dispensing sites.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #8 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#8 after-action issues.
Response	<ul style="list-style-type: none"> • Provide available and appropriate space to serve as a medical dispensing site.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #8 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Department of Permitting Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#8 after-action issues.
Response	<ul style="list-style-type: none"> • Provide inspection of wells and sewage disposal systems.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #8 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization – Montgomery County Sheriff's Office

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#8 after-action issues.
Response	<ul style="list-style-type: none"> • Provide security, as needed, for the Strategic National Stockpile receiving, staging and storing site, dispensing sites and medical treatment facilities. • Assist in the services of isolation and quarantine orders. • Assist community hospitals with security.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #8 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization – Montgomery County Public Schools

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#8 after-action issues.
Response	<ul style="list-style-type: none"> • Provide available stage and distribution assets for the medications, if needed. • DHHS – PHS may request transportation assistance from the schools if needed.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #8 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization – Montgomery College

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#8 after-action issues.
Response	<ul style="list-style-type: none"> • Provide available facilities for points of dispensing sites.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #8 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization – American Red Cross

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#8 after-action issues.
Response	<ul style="list-style-type: none"> • Supplement County mental health services efforts. • Assist with recruiting trained volunteers to supplement staffing resources.
Recovery	<ul style="list-style-type: none"> • Provide mental health services. • Participate in ESF #8 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

REFERENCES

- DHHS – PHS All-Hazards Emergency Response Plan
- Maryland Emergency Operations Plan (2007).
- Montgomery County Emergency Operations Plan.
- Mass Fatality Annex to the Montgomery County EOP.
- Biological Incident Annex to the Montgomery County EOP.
- Damage Assessment Annex to the EOP.
- ESF #8 – Public Health and Medical Services Annex to the National Response Framework (January 2008).

ACRONYMS

ADA	Title II of the Americans with Disabilities Act
ARC	American Red Cross
CAP	Corrective Action Program
CERT	Community Emergency Response Team
DHHS	Department of Health and Human Services
DHMH	Department of Health and Mental Hygiene
DMAT	Disaster Medical Assistance Team
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FDA	Food and Drug Administration
MCPD	Montgomery County Police Department
MD OCME	Maryland Office of the Chief Medical Examiner
NCR	National Capital Region

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NIMS	National Incident Management System
NRF	National Response Framework
OCME	Office of the Chief Medical Examiner
OEMHS	Office of Homeland Security and Emergency Management
PHS	Public Health Services
SEOC	State Emergency Operations Center
SNS	Strategic National Stockpile
USDA	United States Department of Agriculture
WMD	Weapons of Mass Destruction

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ESF #9 Search and Rescue Annex

PRIMARY AGENCY: *Fire and Rescue Services and
Montgomery County Police Department*

Primary Agency	Fire and Rescue Services & Montgomery County Police Department
Support Agency	Office of Emergency Management and Homeland Security

INTRODUCTION

ESF Mission

The primary and support agencies of Emergency Support Function (ESF) #9 Search and Rescue are tasked with managing search and rescue (SAR) operations. Their mission is to coordinate lifesaving SAR operations following a disaster.

Purpose

The purpose of this annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations (“agencies”) in search and rescue (SAR) operations requiring EOC activations. This annex also provides a concept of operations for conducting multi-agency SAR operations. ESF #9 provides for the effective utilization of SAR and the control and coordination of search and rescue operations.

Scope

This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of search and rescue operations in ESF #9. This annex supplements the Montgomery County EOP.

The ESF #9 annex addresses large-scale SAR operations occurring separately or coincidentally with a significant natural disaster or technological emergency or disaster.

DEFINITIONS

Search is defined as operations to locate persons missing, lost or unaccounted for; to remove them to a safe location if not trapped or injured; or to identify their location if trapped or injured so that their extrication and/or emergency medical treatment can be accomplished.

Rescue is defined as the extrication or removal of victims when pinned or trapped in an inaccessible location. Rescue includes, but is not limited to, rope rescue, confined space rescue, water rescue and trench/collapse rescue.

ASSUMPTIONS

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- As County resources are deployed and reserves committed to emergency response, neighboring jurisdictions under mutual aid may be used to replenish the reserves. Additional resources may also be obtained by requesting the resources through Maryland and other states or from federal authorities.
- The primary agency will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation.
- Significant disasters or emergencies may occur within the county that will require a coordinated multi-departmental response to conduct search and rescue. Additional SAR resources may be available through mutual aid from neighboring jurisdictions and State resources. .
- Some additional resources, requested through EMAC, may take considerable time (24 hours or more) to deploy.

- A disaster may result in a substantial number of persons missing or lost and being in life-threatening situations requiring search and rescue as well as urgent medical care. Secondary effects such as fires, flooding and hazardous material releases may compound problems and may threaten survivors and rescue personnel.
- Individuals with disabilities may be unable to evacuate from facilities because of blocked egresses and routes. Individuals with disabilities may shelter in stairway landings or corridors until rescued.
- The extent of damage to the infrastructure after a disaster may influence the SAR strategy as well as the ability to gain access to the impacted area(s).
- ESF #9 agencies will develop internal operational plans and procedures necessary to accomplish their ESF #9 roles and responsibilities.

CONCEPT OF OPERATIONS

- All emergency operations conducted under ESF #9 will be in accordance with NIMS. ESF #9 operates under the Emergency Services Team in the EOC.
- The primary agency during operations is dependent upon the nature of the mission requirements. For missing person SAR, typically the Montgomery County Police Department is the primary agency. For collapsed structures, confined space, water rescue, and other technical rescues the Montgomery County Fire and Rescue Service is the primary agency. In the event of an incident involving simultaneous search and rescue operations the FRS and MCPD may establish a unified command. Where appropriate, FRS will play a support role to MCPD and vice versa.
- MCPD and FRS routinely respond to SAR incidents as part of their departmental mission and as such existing county first response resources are sufficient to handle most emergency situations.
- Maryland Task Force 1, a federally-sanctioned urban search and rescue (US&R) team is maintained by FRS and its resources are available for

operations in a local event. Additional US&R resources may be available in a federally-declared emergency or disaster.

- FRS and MCPD will task support agencies as needed to provide assets in order to meet operational requirements. When additional support is required, ESF #5 Emergency Management, in coordination with ESF #7 Logistics Support and Resource Management will provide technical assistance in identifying available resources through existing mutual aid agreements. If necessary, this assistance will be requested through various state or federal agencies, via outside mutual aid available through the Emergency Management Assistance Compact (EMAC) and Maryland Emergency Management Assistance Compact Assistance (MEMAC). Assistance may also be obtained from non-governmental and volunteer organizations (i.e., Community Emergency Response Team, Radio Amateur Civil Emergency Service, etc.) as needed.
- Whenever practical, resources available from county or other governmental or quasi-governmental resources will be used before supplies or services are obtained from private contractors, unless such private resources are a part of the established MD TF1.
- Requests for state or federal assistance will be coordinated by the Disaster Manager to the State Emergency Operations Center (SEOC) in response to needs identified by ESF #9. Once it is determined that the state will be providing assistance, the ESF #9 representative will coordinate directly as needed with the state ESF #9 counterpart in fulfilling the requests.
- In the event of a federal emergency or disaster declaration that includes Montgomery County, critical resources and support may be available through the federal government. The Disaster Manager will initiate requests for federal assistance through the SEOC. Once it is determined that the federal government is providing the resources (such as federally-sponsored US&R Task Forces) the county ESF #9 representative will coordinate directly with the designated federal point-of-contact to fulfill the county's requests and to address any issues as to deployment timelines and locations. The ESF #9 Annex to the National Response Framework (NRF) describes support that may be provided.
- Upon activation of the Emergency Operations Center (EOC), the FRS and MCPD will provide representation for ESF #9 to coordinate SAR operational

requirements. ESF #9 will evaluate and analyze information regarding SAR requests and update assessments of the SAR status in the impact area(s). ESF #9 will conduct contingency planning as appropriate to meet anticipated demands and needs.

- ESF #9 will allocate available resources to each incident based upon the priorities identified by the Disaster Manager in coordination with Incident Command (IC)/Unified Command (UC)/Unified Area Command (UAC).
- ESF #9 will coordinate incoming mutual aid resources in support of SAR operations and will establish staging areas and logistical support bases for requested mutual aid resources.
- ESF #9 representatives at the EOC will maintain communications with Incident Command and ensure actions assigned to ESF #9 at the EOC are implemented.
- In the event fatalities are encountered during SAR operations the MCPD will assume jurisdiction of human remains and investigate the death of human beings as casualties associated with an emergency as authorized under Section 35 of the County Code. As authorized under Title 5 of the Health – General Article of the Annotated Code of Maryland, the Maryland Office of the Chief Medical Examiner (OCME) is responsible for determining the cause and manner of the death, specifically if the death occurs by violence, suicide, casualty, or suddenly..
- FRS and MCPD will ensure that all ESF #9 related costs and expenditures are documented in accordance with guidance provided by ESF #5 as part of the Operations Support Team and internal county policies and procedures.
- ESF #9 operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.
- The ESF #9 representative(s) at the EOC will ensure any open actions or issues are transferred to FRS or MCPD as appropriate for completion or resolution upon the demobilization of the EOC.
- FRS and MCPD will facilitate an after-action review of ESF #9 operations within 30 days of the closure of the EOC. Issues identified will be assigned to the appropriate ESF #9 agency for action or submitted to the Office of

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Emergency Management and Homeland Security (OEMHS) for resolution through the county's Corrective Action Program.

ROLES AND RESPONSIBILITIES

All Agencies

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain internal and external notification rosters and contact lists.• Participate in all-hazards planning, training, and exercises.• Train department staff for emergency assignments.• Develop and maintain an agency-specific continuity of operations plan in accordance with county guidelines and standards.• Participate in all WebEOC activations and drills.
Response	<ul style="list-style-type: none">• See individual agencies roles and responsibilities.• Update WebEOC position log and monitor throughout the incident.
Recovery	<ul style="list-style-type: none">• See individual agencies roles and responsibilities.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Co-Primary Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain the ESF #9 Annex to the EOP.• Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations.• Coordinate resolution of ESF#9 after-action issues.• Develop and maintain resource inventories.
Response	<ul style="list-style-type: none">• Provide representative to the EOC to serve as the lead for ESF #9 conducting rescue operations.• Serve as primary agency for conducting rescue operations as outlined in this annex using necessary federal, state, county and volunteer resources and available supporting agencies.• Coordinate the activities of rescue resources during disaster operations to accomplish incident objectives.

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Phase	Roles and Responsibilities
	<ul style="list-style-type: none"> • Prioritize missions in accordance with information provided by the IC/UC/UAC and the Disaster Manager. • Coordinate incoming mutual aid resources in support of rescue operations. • Establish and operate staging areas as necessary. • Provide emergency medical services and transport of victims.
Recovery	<ul style="list-style-type: none"> • Conduct ESF #9 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Co-Primary Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain the ESF #9 Annex to the EOP. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Coordinate resolution of ESF#9 after-action issues. • Develop and maintain local rescue resource inventories. • Develop and maintain resource inventories.
Response	<ul style="list-style-type: none"> • Provide representative to the EOC to serve as the lead for ESF #9 for conducting search operations. • Serve as primary agency for conducting search operations as outlined in this annex using necessary Federal, State, county and volunteer resources and available supporting agencies. • Coordinate the activities of search resources during disaster operations to accomplish incident objectives. • Prioritize missions in accordance with information provided by the IC/UC/UAC and the Disaster Manager. • Coordinate incoming mutual aid resources in support of search operations. • Establish and operate staging areas as necessary. • Provide traffic and access control at emergency scenes as necessary. • Provide crowd control and site security as necessary.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #9 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Train department staff for emergency assignments. • Assist in resolving ESF#9 after-action issues.
Response	<ul style="list-style-type: none"> • Coordinate the request for resources as needed. • Coordinate the processing of data into GIS products.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #9 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

REFERENCES

- Maryland Emergency Operations Plan (2007)
- Montgomery County Emergency Operations Plan.
- ESF #9 Search and Rescue Annex to the NRF (January 2008).

ACRONYMS

AAR	After Action Report
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FRS	Fire and Rescue Services
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
MEMAC	Maryland Emergency Management Assistance Compact
NRF	National Response Framework
NIMS	National Incident Management System
OCME	Office of the Chief Medical Examiner
OEMHS	Office of Emergency Management and Homeland Security
MCPD	Montgomery County Police Department
SAR	Search and Rescue
SEOC	State Emergency Operations Center

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UAC	Unified Area Command
UC	Unified Command
US&R	Urban Search and Rescue

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ESF #10 Oil and Hazardous Materials Response Annex

PRIMARY AGENCY: *Fire and Rescue Services*

Primary Agency	Fire and Rescue Services
Support Agencies	County Attorney's Office
	Department of Environmental Protection
	Department of General Services
	Office of Emergency Management and Homeland Security
	Montgomery County Police Department
	Department of Transportation

INTRODUCTION

ESF Mission

The primary and support agencies of Emergency Support Function (ESF) #10 Oil and Hazardous Materials Response are tasked with coordinating hazardous material operations throughout the County. Their mission is to respond to hazardous material events including chemical, biological, radiological, and nuclear incidents.

Purpose

The purpose of this annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations ("agencies") in hazardous material operations following a disaster or emergency and to provide a concept of operations for conducting transportation services and support during operations.

Scope

- This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of hazardous materials operation in ESF #10. This annex supplements the County EOP.

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- For purposes of this annex, hazardous materials include chemical, biological, radiological, and nuclear releases whether accidental or intentional.
- There are more than 180 facilities in the County subject to the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) reporting. There are an additional 3,000 facilities subject to reporting under the County's Executive Regulation 17-03.
- This annex encompasses the response to, containment of, and monitoring of the clean-up of oil and hazardous materials releases that occur concurrently with a major disaster or emergency or are of a significant scope and magnitude as to require a significant multi-agency response.

ASSUMPTIONS

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.
- The primary agency will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation.
- Facilities subject to reporting and notification requirements outlined in SARA Title III and County Executive Regulation 17-03 will provide required information to the appropriate County departments and agencies.
- Release of hazardous materials will initially require a local emergency response. The local emergency response may be adequate for certain limited releases. When additional support is required, assistance will be obtained through existing mutual aid agreements (maintained by ESF #10) and, if

necessary, through various state or federal agencies or through outside mutual aid available through the Maryland Emergency Management Assistance Compact (MEMAC) and the Emergency Management Assistance Compact (EMAC). Remediation may be accomplished through contractors.

- A wide variety of hazardous materials are transported through or utilized by facilities within the County. Hazardous material incidents can be expected to occur and pose significant threats to the County during transportation along major roadways, rail lines, pipelines, and at fixed facilities.
- Accidental or intentional releases can occur that may place citizens and emergency response personnel at risk and contaminate people, animals, roadways, structures, and waterways. A major disaster may result in multiple simultaneous hazardous material incidents.
- County and local responders may become overwhelmed by the magnitude of response required to assess, monitor, contain, remove, and dispose of hazardous materials. Standard communications media may be disrupted or destroyed. Damaged transportation infrastructure may delay and hinder response efforts.
- Fire and Rescue Services (FRS) will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation.
- Private property owners are expected to rely on insurance coverage, contractors, and other means, at their own expense, to remove and dispose of hazardous materials located on their property.

CONCEPT OF OPERATIONS

- The county has regulations in place to require all facilities to register with the Local Emergency Preparedness Committee (LEPC). A list of these facilities can be found in the Montgomery County Commodity Flow Survey. Each facility should have in place a facility response plan. Information on these sites and facilities is maintained by FRS.

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- Emergency operations conducted under ESF #10 will be in accordance with NIMS. ESF #10 operates under the Emergency Services Group at the Emergency Operations Center (EOC).
- FRS is the primary agency for all hazardous materials activities.
- ESF #10 will, as necessary, establish a unified command structure in order to coordinate hazardous material response operations.
- During the initial phases of a hazardous materials incident or whenever a life-safety hazard is present, FRS will be the Incident Commander (IC). At the request of the IC, hazardous materials emergency response resources will be deployed to provide support. ESF #10 may be activated to provide for multi-agency coordination and support to the IC.
- The EOC will provide support to field operations in areas such as communications, contingency planning, plume and dispersion modeling, evacuation/"shelter in place," alerting, warning, transportation, logistics support, and mass care coordination activities.
- Upon activation of the EOC, FRS will provide representation to address strategic level hazardous material response requirements and issues.
- The FRS representative at the EOC will maintain communications with the IC/ Incident Management Team (IMT) and ensure actions assigned to ESF #10 at the EOC are provided to the IC/IMT for implementation. The IC/IMT will keep the EOC informed as to the status of assigned actions.
- Depending on the size and scope of the incident and after incident control and containment, the FRS IC will relinquish command to the senior Department of Environmental Protection (DEP) or Maryland Department of Environment (MDE) representative. This individual will monitor cleanup operations, and oversee/assist in the investigation for emergency and post-emergency operations from the party responsible for the release.
- If the emergency operations are beyond the local capabilities ESF #10 may request state resources through the County EOC. Depending upon the scope and magnitude of the incident, Maryland Emergency Management Agency

(MEMA) may request the response of a federal On-Scene-Coordinator (OSC) through the National Response Center (NRC).

- Depending on the size and scope of the incident, FRS or ESF #10 will task support agencies and/or other County ESFs as needed to provide assets in order to meet operational requirements. If necessary, private sector sources will be acquired to augment the County resources as well as subject matter experts. ESF # 5 Emergency Management within the Operations Support Group will provide technical assistance in identifying resources available through mutual aid agreements such as MEMAC and EMAC.
- ESF #10 will allocate available resources to each mission based upon the priorities identified by the Disaster Manager in coordination with the IC.
- Depending on the size and scope of the incident, FRS or ESF #10 will coordinate incoming mutual aid resources in support of hazardous material response operations and will establish staging areas and logistical support bases for requested mutual aid resources. Incidents with a terrorism nexus (or suspected nexus) will involve additional coordination with local, state, and federal organizations. The EOP Terrorism Annex provides additional guidelines and procedures for response to terrorist incidents.
- Through the execution of memoranda of understanding and mutual aid agreements, the fire, rescue, and hazardous materials resources of federal agencies located within the County may be utilized.
- Requests for state or federal assistance will be coordinated by the Disaster Manager to the State Emergency Operations Center (SEOC) in response to needs identified by ESF #10 through the Emergency Services Group leader. Once it is determined that the state will be providing assistance, the ESF #10 representative will coordinate directly as needed with the state ESF #10 counterpart in fulfilling the requests.
- In the event of a federal emergency or disaster declaration that includes Montgomery County, critical resources and support may be available through the federal government. The Disaster Manager will initiate requests for federal assistance through the SEOC. Once it is determined that the federal government is providing the resources, the County ESF #10 representative will coordinate directly with the designated federal point-of-contact to fulfill the County's requests and to address any issues as to

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deployment timelines and locations. The ESF #10 Annex to the National Response Framework (NRF) describes support that may be provided through the federal government.

- In the event of fatalities encountered during hazardous materials response operations, the IC will ensure notification of the Montgomery County Police Department (MCPD). The MCPD will assume jurisdiction of human remains and investigate the death of human beings as casualties associated with an emergency as authorized under Section 35 of the County Code. As authorized under Title 5 of the Health – General Article of the Annotated Code of Maryland, the Maryland Office of the Chief Medical Examiner (OCME) is responsible for determining the cause and manner of the death specifically if the death occurs by violence, suicide, casualty, or suddenly.. ESF #8 will coordinate support to the MD OCME as needed from County departments and agencies (see Mass Fatality Annex to the EOP).
- FRS will ensure that all ESF #10 related costs and expenditures are documented in accordance with guidance provided by ESF #5 and internal County policies and procedures.
- ESF #10 operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.
- The ESF #10 representative(s) at the EOC will ensure any open actions or issues are transferred to the FRS as appropriate for coordination of the completion or resolution, upon deactivation of the EOC.
- FRS will facilitate an after-action review of ESF #10 operations within 30 days of the de-activation of the EOC. Issues identified will be assigned to the appropriate ESF #10 agencies for action or submitted to the Office of Emergency Management and Homeland Security (OEMHS) for resolution through the County's Corrective Action Program.

ROLES AND RESPONSIBILITIES

All Agencies

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain internal and external notification rosters and contact lists.

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	<ul style="list-style-type: none"> • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with County guidelines and standards. • Participate in all WebEOC activations and drills
Response	<ul style="list-style-type: none"> • Update WebEOC position log and monitor throughout the incident.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #10 after-action review.
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify opportunities to mitigate the impact of future incidents.

Primary Agency – Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain the ESF #10 Annex to the Emergency Operations Plan. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Coordinate resolution of ESF#10 after-action issues. • Develop and maintain mutual aid agreements. • Develop and maintain a list of available hazardous response resources within the County. • Develop and maintain hazardous materials response resources. • Manage environmental compliance and reporting through the LEPC.
Response	<ul style="list-style-type: none"> • Provide technical support to on-scene operations in determining the type and nature of the hazardous material involved. • Provide support for the response and containment at hazardous materials incidents. Coordinate requests for geographical information system (GIS) to support damage assessment activities. • Ensure notification of appropriate local, state, and federal agencies in accordance with applicable laws and regulations. • Coordinate mutual aid and private vendor resources.

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Phase	Roles and Responsibilities
	<p>Establish as needed staging areas and other response facilities for mutual aid agreements.</p> <ul style="list-style-type: none">• Determine the need for evacuations or other protective actions such as “shelter-in-place,” risk analysis, plume, and dispersion modeling.• Conduct decontamination operations for the public. When possible, establish a system for accounting for all exposed persons. With assistance from law enforcement, collect personal effects removed from contaminated persons.
Recovery	<ul style="list-style-type: none">• Coordinate re-entry of the threatened or contaminated areas.• Coordinate with appropriate County and state agencies and contractors for site clean-up and restoration.• Conduct ESF #10 after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – County Attorney’s Office

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#10 after-action issues.
Response	<ul style="list-style-type: none"> • Assist in obtaining waivers and legal clearances needed to dispose of debris and materials. • Provide advice on legal matters relating to emergency authority and responsibility.
Recovery	<ul style="list-style-type: none"> • Provide support to DEP in conducting investigations following hazardous material incidents.
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Environmental Protection

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Assist in resolving ESF#10 after-action issues. • Maintain inventory of agency resources.
Response	<ul style="list-style-type: none"> • Provide support to hazardous material response by providing detection, monitoring, and sampling and analysis operations in accordance with DEP Response Procedures for Hazardous Materials Spills. • Provide support in determining the possible impact on sewer and/or water systems and potential mitigation measures. • Determine suitable sites and establish procedures for the disposal of hazardous materials, in cooperation with local, state, and federal agencies.
Recovery	<ul style="list-style-type: none"> • Monitor hazardous material incident clean-up operations including coordinating the County's efforts in decontaminating public and private properties and the environment. • Coordinate monitoring and sampling operations with officials from other agencies that may become involved. • Monitor the progress of cleanup and remediation contractors and assess if work is being performed in a

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Phase	Roles and Responsibilities
	<p>manner consistent with local, State and Federal guidelines for hazardous materials handling and disposal.</p> <ul style="list-style-type: none"> Conduct investigations in conjunction with State and Federal Agencies in an effort to determine parties responsible for the hazardous materials incident.
Mitigation	<ul style="list-style-type: none"> See all agencies roles and responsibilities.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF#10 after-action issues. Maintain inventory of agency resources.
Response	<ul style="list-style-type: none"> Coordinate and fill requests for available heavy construction equipment, trucks, operators, and related construction supplies.
Recovery	<ul style="list-style-type: none"> See All Agencies roles and responsibilities.
Mitigation	<ul style="list-style-type: none"> See All Agencies roles and responsibilities.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Chair the LEPC and maintain the SARA Title III lists of facilities that require an emergency plan. Maintain the EOC in a state of operational readiness.
Response	<ul style="list-style-type: none"> Coordinate the request for resources as needed through EMAC and the state EOC. Coordinate with ESF #10 for evacuations or other protective actions such as “shelter-in-place” – risk analysis, plume, and dispersion modeling. Provide assistance in coordinating evacuations. Manage the EOC.
Recovery	<ul style="list-style-type: none"> See All Agencies roles and responsibilities.

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Phase	Roles and Responsibilities
Mitigation	<ul style="list-style-type: none"> • Maintain registry of chemical storage and use facilities.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#10 after-action issues. • Develop and maintain mutual aid agreements. • Maintain inventory of agency resources.
Response	<ul style="list-style-type: none"> • Conduct evacuations as needed. • Initiate warning and alerting in cooperation with the FRS. • Conduct death investigations. In those cases where other agencies have primary jurisdiction of death investigations (i.e. terrorism – Federal Bureau of Investigation, airplane crashes and certain other transportation accidents – National Transportation Safety Board) provide support. • Conduct traffic management and control. • Conduct site access and control. • Conduct security for evacuated areas, staging areas and other response facilities. • Coordinate with ESF #10 and ESF #13 for the disposition of personal property.
Recovery	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#10 after-action issues.

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Response	<ul style="list-style-type: none">• Provide support to evacuations by providing assistance in traffic control operations to the MCPD establishing a perimeter and manage vehicular and pedestrian traffic access/egress.• Provide and coordinate transportation support to evacuations.
Recovery	<ul style="list-style-type: none">• Provide support to re-entry operations by providing assistance in traffic control.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

REFERENCES

- Maryland Emergency Operations Plan (2007)
- Montgomery County Commodity Flow Survey (2009)
- Montgomery County Emergency Operations Plan.
- Terrorist Incident Annex to the Montgomery County EOP.
- Nuclear and Radiological Incident Annex to the Montgomery County EOP.
- Mass Fatality Annex to the Montgomery County EOP.
- ESF #10 Annex, Oil and Hazardous Materials Response, to the National Response Framework (January 2008).
- DEP Response Procedures for Hazardous Material Spills.

ACRONYMS

ADA	Americans with Disabilities Act
DEP	Department of Environmental Protection
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FRS	Fire and Rescue Services
GIS	Geographical Information System
IC	Incident Command(er)
ICS	Incident Command System
IMT	Incident Management Team
LEPC	Local Emergency Planning Committee

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MCPD	Montgomery County Police Department
MDE	Maryland Department of Environment
MD OCME	Maryland Office of the Chief Medical Examiner
MEMA	Maryland Emergency Management Agency
MEMAC	Maryland Emergency Management Compact
NIMS	National Incident Management System
NRC	National Response Center
NRF	National Response Framework
OCME	Office of the Chief Medical Examiner
OEMHS	Office of Emergency Management and Homeland Security
OSC	On-Scene Coordinator
SARA	Superfund Amendments and Reauthorization Act
SEOC	State Emergency Operations Center

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ESF #11 Agriculture and Natural Resources Annex

PRIMARY AGENCY: *Department of Health and Human Services*

Primary Agency	Department of Health and Human Services / PHS
Support Agencies	Office of Consumer Protection
	Department of Economic Development
	Office of Emergency Management and Homeland Security
	Montgomery County Police Department
	Department of Environmental Protection

INTRODUCTION

ESF Mission

In the event of a major animal disease outbreak impacting Montgomery County, the Department of Health and Human Services (DHHS) will be the lead for coordinating with state (Department of Agriculture) and federal authorities as needed to provide an effective response. This includes implementing an integrated response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant pest infestation.

Purpose

The purpose of this annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations (“agencies”) in performing the various Emergency Support Function (ESF) #11 missions such as responding to a significant animal or plant disease outbreak and to provide a concept of operations for conducting these services and support during operations.

Scope

This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of ESF #11. This annex supplements the County EOP.

ASSUMPTIONS

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- The State of Maryland Department of Natural Resources will serve as the lead agency for finfish, shellfish, and wildlife, and the State of Maryland Department of Agriculture will serve as the lead agency for plant and animal disease.
- Montgomery County agencies will provide support in an incident where the State of Maryland is the lead agency, but only to the limit of its area of expertise.
- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.
- The primary agency will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation.
- Operations under this annex may be conducted for incidents that originate outside of Montgomery County or the State of Maryland but due to the nature and scope have interstate or national implications. This may necessitate the activation of other annexes as well.

CONCEPT OF OPERATIONS

- Emergency operations conducted under ESF #11 will be in accordance with the NIMS. ESF #11 operates under the Community Services Group at the Emergency Operations Center (EOC).

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- DHHS conducts public health and food safety inspection on a regular basis and will be generally notified by local healthcare providers through established reporting mechanisms if unusual or reportable symptoms or diseases are identified.
- DHHS as primary agency may activate the Public Health Command Center (PHCC) to coordinate the response to the incident. The EOC will be activated as needed to provide for multi-agency coordination and support to the DHHS. The EOC will provide support to field operations in the areas such as communications, alerting, warning, transportation, logistics support, and mass care activities.
- Upon activation of the EOC, DHHS will provide representation to address strategic level hazardous material response requirements and issues. The DHHS representative at the EOC will maintain communications with the PHCC and ensure actions assigned to ESF #11 at the EOC are provided to the PHCC for implementation. The PHCC will keep ESF #11 informed as to the status of assigned actions.
- DHHS will task support agencies and/or other County ESFs as needed to provide assets in order to meet operational requirements. If necessary, private sector sources will be acquired to augment the County resources. ESF #5 Emergency Management in the Operations Support Group will provide technical assistance in identifying resources available through mutual aid agreements.
- ESF #11 will as necessary establish a unified command structure in order to coordinate operations.
- In the event of fatalities encountered during an incident involving food safety and security, DHHS will ensure notification of the Montgomery County Police Department (MCPD). The MCPD will assume jurisdiction of human remains and investigate the death of human beings as casualties associated with an emergency as authorized under Section 35 of the County Code. As authorized under Title 5 of the Health – General Article of the Annotated Code of Maryland, the Maryland Office of the Chief Medical Examiner (OCME) is responsible for determining the cause and manner of the death specifically if the death occurs by violence, suicide, casualty, or suddenly. ESF #8 Public Health and Medical will coordinate support to the OCME as

needed from County departments and agencies (see Mass Fatality Annex to the EOP).

- Incidents with a terrorism nexus (or suspected nexus) will involve additional coordination with local, state, and federal organizations. The Terrorism Annex of the EOP provides additional guidelines and procedures for response to terrorist incidents.
- ESF #11 agencies will coordinate to ensure that unsafe foods are removed from commerce and that they will not be offered for sale until their safety is assured.
- ESF #11 will ensure that all ESF #11 related costs and expenditures are documented in accordance with guidance provided by the Office of Emergency Management and Homeland Security (OEMHS) and internal County policies and procedures.
- ESF #11 operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.
- The ESF #11 representative at the EOC will ensure any open actions or issues are transferred to the DHHS as appropriate for completion or resolution upon the de-activation of the EOC.
- DHHS will facilitate an after-action review of ESF #11 operations within 30 days of the closure of the EOC. Issues identified will be assigned to the appropriate ESF #11 agency for action or submitted to OEMHS for resolution through the County's Corrective Action Program.

ROLES AND RESPONSIBILITIES

<i>All Agencies</i>	
Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain internal notification rosters and procedures.• Train department staff for emergency assignments.• Develop and maintain inventory of assets.• Develop and maintain an agency-specific continuity of

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	<p>operations plan in accordance with County guidelines and standards.</p> <ul style="list-style-type: none"> • Participate in all WebEOC trainings, drills, and exercises.
Response	<ul style="list-style-type: none"> • Update the position log in WebEOC and monitor throughout the event.
Recovery	<ul style="list-style-type: none"> • See individual agencies roles and responsibilities.
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Primary Agency – Department of Health and Human Services/ PHS

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain the ESF #11 Annex to the EOP. • Conduct ESF #11 planning, training and exercises. • Develop and maintain supporting plans and operational procedures in coordination with ESF support Agencies. • Manage resolution of ESF #11 after-action issues • Develop and maintain inventory of assets. • Coordinate resolution of ESF #11 after-action issues.
Response	<ul style="list-style-type: none"> • Provide representative to the EOC to serve as the lead for ESF #11. • Issue health advisories in coordination with the Public Information Officer (PIO) and/or ESF #15 External Affairs. • Establish liaison with state and federal health and environmental agencies.
Recovery	<ul style="list-style-type: none"> • Continue coordination as needed with state and federal health and environmental agencies, such as Department of Agriculture and Department of Natural Resources. • Continue to provide update information as need to the general public related to public health. • Conduct ESF #11 after-action review.
Mitigation	<ul style="list-style-type: none"> • See all agencies roles and responsibilities.

Support Agency – Office of Consumer Protection

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and operational procedures. • Assist in the resolution of ESF #11 after-action issues.

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Response	<ul style="list-style-type: none"> • Provide assistance in addressing issues related to consumer protection.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #11 after-action review.
Mitigation	<ul style="list-style-type: none"> • See all agencies roles and responsibilities.

Support Agency – Department of Economic Development – Animal Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Participate in ESF #11 planning, training, and exercises. • Develop and maintain supporting plans and operational procedures. • Assist in the resolution of ESF #11 after-action issues.
Response	<ul style="list-style-type: none"> • Implement the local response to an outbreak of a highly contagious animal disease.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #11 after-action review.
Mitigation	<ul style="list-style-type: none"> • See all agencies roles and responsibilities.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Participate in ESF #11 planning, training, and exercises. • Develop and maintain supporting plans and operational procedures. • Maintain the EOC in a state of operational readiness. • Assist in the resolution of ESF #11 after-action issues.
Response	<ul style="list-style-type: none"> • Coordinate the request for resources as needed through the Maryland Emergency Management Assistance Compact (MEMAC), the Emergency Management Assistance Compact (EMAC), and the state EOC.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #11 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Participate in ESF #11 planning, training and exercises. • Develop and maintain supporting plans and procedures. • Assist with the resolution of ESF #11 after-action issues.
Response	<ul style="list-style-type: none"> • Conduct criminal investigations and evidence gathering. • Coordinate with state and federal law enforcement

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	authorities.
Recovery	<ul style="list-style-type: none">• Participate in ESF #11 after-action review.
Mitigation	<ul style="list-style-type: none">• See All Agencies roles and responsibilities.

Support Agency – Department of Environmental Protection

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Participate in ESF #11 planning, training and exercises.• Develop and maintain supporting plans and procedures.• Assist with the resolution of ESF #11 after-action issues.
Response	<ul style="list-style-type: none">• Support DHHS – PHS in coordination with Maryland Department of Natural Resources.• Provide DHHS – PHS with information on environmental hazards that would pose a potential health hazard.
Recovery	<ul style="list-style-type: none">• Participate in ESF #11 after-action review.
Mitigation	<ul style="list-style-type: none">• See All Agencies roles and responsibilities.

REFERENCES

- Maryland Emergency Operations Plan (2007).
- Montgomery County Emergency Operations Plan.
- ESF #11, Agriculture and Natural Resources Annex to the National Response Plan (NRF) (January 2008).
- Food and Agriculture Incident Annex to the NRF (August 2008).

ACRONYMS

ADA	Americans with Disabilities Act
DHHS	Department of Health and Human Services
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
MCPD	Montgomery County Police Department
MEMAC	Maryland Emergency Management Assistance Compact
NIMS	National Incident Management System
NRF	National Response Framework

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OCME	Office of the Chief Medical Examiner
OEMHS	Office of Emergency Management and Homeland Security
PHCC	Public Health Command Center
PIO	Public Information Office(r)

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ESF #12 Energy Annex

PRIMARY AGENCY: *Department of General Services*

Primary Agency	Department of General Services
Support Agency	Office of Emergency Management and Homeland Security
Cooperating Organizations	Potomac Edison
	Baltimore Gas and Electric
	Potomac Electric Power Company
	Washington Gas

INTRODUCTION

ESF Mission

The primary, support, and cooperating agencies of Emergency Support Function (ESF) #12 Energy are tasked with managing energy operations in disasters. Their mission is to maintain, restore and rebuild the energy infrastructure following a disaster.

Purpose

The purpose of this annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations (“agencies”) in collecting information on the status of energy services and infrastructure and facilitating service restoration following a significant emergency or disaster.

Scope

This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of energy services under ESF #12. This annex supplements the County EOP.

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For purposes of this annex, “energy” includes producing, transporting, generating, and transmitting energy including electric power, natural gas, gasoline, heating oil and other fuels.

The primary function of ESF #12 is to collect, analyze, and provide information on the status of energy resources and related infrastructure within the County including fuel and electrical supply and distribution.

Additionally ESF #12 monitors the energy restoration process such as percentage of restoration, projected schedules for restoration and issues impacting the restoration operations.

ASSUMPTIONS

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.
- The primary agency will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation.
- Significant disasters or emergencies may occur within the County that will disrupt energy systems such as electrical power. The loss of any one of the energy utilities can endanger the safety and health of County residents, disrupt businesses, and interfere with the County’s ability to provide needed services during the emergency. Any County facility critical to the health and safety of residents should have an emergency means of self generation.
- Energy disruptions can occur due to direct impact upon the infrastructure, surges in requirements, and widespread energy shortages.

- The rapid restoration of energy utilities is essential to the health and welfare of the County's residents and in preserving the County's economic base.
- The designated partner organizations are the primary sources of information that will be collected by the Department of General Services (DGS).
- The restoration of normal operations of energy facilities and distribution systems is the primary responsibility of the owners. However, since restoration of normal operations is critical to the recovery process, the County may provide assistance as needed to expedite the restoration process.
- Energy and utility providers have existing plans and procedures for dealing with energy and utility emergencies.

POLICY

- ESF #12 (DGS) will establish and maintain contact with appropriate private sector representatives to obtain information on energy facilities and distribution systems and the status of restoration.
- ESF #12 will develop internal operational plans and procedures necessary to accomplish their ESF #12 roles and responsibilities.
- Montgomery County, through ESF #12, will coordinate its response activities with the electric utilities including Potomac Edison, Baltimore Gas and Electric, Potomac Electric Power Company (PEPCO), and other local jurisdictions in accordance with the Metropolitan Washington Council of Governments (MWCOG) Power Emergency Alert Plan.
- Montgomery County, through ESF #12, will coordinate its response activities with Baltimore Gas and Electric (BG&E), Washington Gas, and other gas utilities for the restoration and maintenance of natural gas service.

CONCEPT OF OPERATIONS

- The Office of Emergency Management and Homeland Security (OEMHS) will develop and maintain in coordination with the Emergency Management Group (EMG) a power restoration list based upon the facilities required to

maintain emergency services, provide sheltering, sanitation, water and other basic needs. OEMHS will recommend the priorities of facilities to be restored.

- Potential operations may include coordinating restoration plans, implementing rationing measures, allocating fuel resources, coordinating delivery schedules with wholesale providers and locating supplemental resources.
- Upon activation of the Emergency Operations Center (EOC), the DGS will provide representation to the EOC to serve as the ESF #12 lead for collecting information on the status of the energy facilities and distribution systems. ESF #12 operates within the Infrastructure Support Group at the EOC.
- OEMHS will establish and maintain liaison with energy service providers and request, as needed, representation at the EOC.
- ESF #12 at the EOC will coordinate with the support agencies and other utility services for the establishment of priorities for restoration of utilities. ESF #12 will attempt to coordinate with utilities and provide them with situation and damage reports to facilitate the return to service of utilities as soon as possible.
- ESF #12 provides a liaison to energy providers to facilitate a coordinated restoration of electric, gas, and fossil fuels as well as energy delivery systems. Montgomery County, through ESF #12, will coordinate its emergency response activities with local energy providers for the restoration of vital services in the event of outages and shortages.
- ESF #12 will monitor restoration efforts and provide status reports to ESF #5 Emergency Management in the Operations Support Group for each operational period until services are restored.
- In a significant disruption of energy services, it may be necessary to develop and implement a coordinated plan for communicating with the public regarding the extent of the emergency, actions being taken, and actions that the public may need to take. ESF #12 will work jointly with the service providers and ESF #15 External Affairs to develop and disseminate information to the public concerning the situation.

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- ESF #12 will monitor restoration operations and, when appropriate, coordinate assistance from other County departments and agencies to expedite the restoration process (e.g., emergency debris removal to provide access).
- As necessary, DGS will identify alternate supply sources of fuel to meet emergency needs. ESF #7, is responsible for providing fuel for County vehicles. ESF #12 will provide support as needed in identifying additional sources.
- As needed ESF #12 will develop measures to curtail and ration energy services, for review and approval of the Chief Administrative Officer (CAO). Upon approval of such measures, ESF #12 will be responsible for implementation. In some instances rationing measures are determined to be necessary by the service provider and must be taken instantaneously so as to not imperil the operations of the entire regional power grid.
- ESF #12 will coordinate the relocation, hookup, and maintenance of County-owned portable generators as directed by the Disaster Manager. ESF #12 will coordinate with ESF #7 Resource Support, to lease or purchase additional generators as needed to support critical emergency operations.
- Requests for state or federal assistance will be coordinated by the Disaster Manager to the State Emergency Operations Center (SEOC) in response to needs identified by the ESF #12 through the Infrastructure Support Section Chief. Once it is determined that the state will be providing assistance, ESF #12 will coordinate directly as needed with the state ESF #12 on energy related actions and issues.
- In the event of a federal emergency or disaster declaration critical resources such as generators and technical assistance may be available through the federal ESF #12. The Disaster Manager will initiate requests for assistance through the SEOC. Once it is determined that the federal assistance is authorized, ESF #12 will coordinate directly with the designated federal point-of-contact to fulfill the County's requests and to address any issues as to delivery timelines and locations.
- DGS will ensure that all ESF #12 related costs and expenditures are documented in accordance with guidance provided through the Operations

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Support Group and Finance and Risk Management at the EOC and internal County policies and procedures.

- Operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.
- ESF #12 at the EOC will ensure any open actions or issues are transferred to DGS for completion or resolution upon the demobilization of the EOC.
- DGS will participate in an after-action review to provide ESF #12 comments and feedback. Issues identified will be assigned for resolution to the appropriate agency or submitted to OEMHS for resolution through the County Corrective Action Program (CAP).

ROLES AND RESPONSIBILITIES

All Agencies

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain internal and external notification rosters and contact lists.• Participate in all- hazards planning, training, and exercises.• Train department staff for emergency assignments.• Develop and maintain an agency-specific continuity of operations plan in accordance with County guidelines and standards.• Participate in all WebEOC trainings, drills, and exercises.
Response	<ul style="list-style-type: none">• Update the WebEOC position log and monitor throughout the event.
Recovery	<ul style="list-style-type: none">• See individual agencies roles and responsibilities.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Primary Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain the ESF #12 Annex to the

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Phase	Roles and Responsibilities
	<p>Emergency Operations Plan.</p> <ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Coordinate resolution of ESF #12 after-action issues. • In coordination with OEMHS maintain contact lists for energy service providers. • Maintain a list of portable generators available to the County.
Response	<ul style="list-style-type: none"> • Provide representative(s) to the EOC to serve as the ESF #12 lead. • Coordinate the collection and distribution of information related to energy supply, infrastructure, and restoration. • Establish and maintain liaison with service providers • Coordinate assistance to utilities for restoration (debris removal, emergency access). • Identify alternate sources of fuel. • Identify and develop measures to curtail and ration energy services. • Maintain information on the status of fuel supplies and distribution. • Provide vehicles, site access, fuel and maintenance support for emergency transportation.
Recovery	<ul style="list-style-type: none"> • Monitor status of energy infrastructure and service restoration. • Conduct ESF #12 after-action review. • Provide vehicles, site access, fuel and maintenance support for recovery operations.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization – Potomac Edison

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF #12 after-action issues. • Provide emergency notification information to DGS and

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	OEMHS.
Response	<ul style="list-style-type: none"> • Provide information on the status of the electric system and facilities. • Upon request, provide a representative to the EOC to provide a liaison between field operations and the County. • Restore and operate the electrical system with consideration given to County priorities. • Identify assistance needed from the County in restoring electrical services.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #12 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization – Baltimore Gas and Electric

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#12 after-action issues. • Provide emergency notification information to DGS and OEMHS.
Response	<ul style="list-style-type: none"> • Provide information to ESF #12 on the status of the electric and natural gas systems and facilities. • Upon request, provide a representative to the EOC to provide a liaison between field operations and the County. • Restore and operate the electrical and natural gas systems with consideration given to County priorities. • Restoration and operation of electric and natural gas systems will be in accordance with established utility methodology and procedures.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #12 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.

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	<ul style="list-style-type: none"> • Assist in resolving ESF #12 after-action issues. • Assist the primary agency in developing and maintaining points of contacts for notification of energy service providers. • Develop and maintain a power priority restoration list based upon facilities required to provide sheltering, sanitary facilities, and other basic needs.
Response	<ul style="list-style-type: none"> • Provide support for information collection and analysis related to ESF #12 responsibilities.
Recovery	<ul style="list-style-type: none"> • Provide support for information collection and analysis related to ESF #12 responsibilities. • Review and update the County's power restoration list. • Participate in ESF #12 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization – Potomac Electric Power Company

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF #12 after-action issues. • Provide emergency notification information to DGS and OEMHS.
Response	<ul style="list-style-type: none"> • Provide information on the status of the electric system and facilities. • Upon request, provide a representative to the EOC to provide a liaison between field operations and the County. • Restore and operate the electrical system with consideration given to County priorities. • Identify assistance needed from the County in restoring electrical services.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #12 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization – Washington Gas

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures

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	<p>in coordination with ESF primary and support agencies and cooperating organizations.</p> <ul style="list-style-type: none">• Assist in resolving ESF #12 after-action issues.• Provide emergency notification information to OEMHS.
Response	<ul style="list-style-type: none">• Provide information on the status of the natural gas services, supplies, and facilities.• Upon request, provide a representative to the EOC to provide a liaison between field operations and the County.• Restore and operate natural gas service with consideration given to County priorities.• Identify assistance need from the County in restoring natural gas services.
Recovery	<ul style="list-style-type: none">• Participate in ESF #12 after-action review.
Mitigation	<ul style="list-style-type: none">• See All Agencies roles and responsibilities.

REFERENCES

- Damage Assessment Annex to the Montgomery County EOP.
- Maryland Emergency Operations Plan (2007).
- Metropolitan Washington Council of Governments (MWCOG) Power Emergency Alert Plan.

ACRONYMS

ADA	Americans with Disabilities Act
BGE	Baltimore Gas and Electric
CAO	Chief Administrative Officer
CAP	Corrective Action Program
DGS	Department of General Services
EMG	Emergency Management Group
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
NIMS	National Incident Management Agency

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MWCOG	Metropolitan Washington Council of Governments
OEMHS	Office of Emergency Management and Homeland Security
SEOC	State Emergency Operations Center
PEPCO	Potomac Electric Power Company

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ESF #13 Public Safety and Security Annex

PRIMARY AGENCY: *Montgomery County Police Department*

Primary Agency	Montgomery County Police Department
Support Agencies	County Attorney's Office
	Department of Corrections and Rehabilitation
	Fire and Rescue Services
	Department of Transportation
	MC 311
Cooperating Organizations	Chevy Chase Village
	City of Gaithersburg Police
	City of Rockville Police
	City of Takoma Park Police
	Maryland-National Capital Park and Planning Commission Police
	Maryland State Police
	Maryland Transportation Authority
	Montgomery County Sheriff's Office
	Metropolitan Transit Police

INTRODUCTION

ESF Mission

The primary, support, and cooperating agencies of Emergency Support Function (ESF) #13 Public Safety and Security are tasked with providing law enforcement support following a disaster. Their mission is to manage law enforcement resources to ensure the safety of the County as well as mitigating any potential threats to County citizens, resources, and facilities.

Purpose

The purpose of this annex is to assign responsibilities and provide a framework for the Montgomery County Police Department (MCPD) and other law enforcement agencies to effectively mobilize law enforcement resources in the event of a major disaster or emergency.

Scope

- Provides for the protection of life and property, the maintenance of law and order and mitigating potential security risks through the coordination of law enforcement activities in anticipation of and following a major emergency or disaster.
- Applies to Montgomery County departments and agencies designated as primary or support agencies to this annex and the Cities of Takoma Park, Rockville, Gaithersburg and Chevy Chase Village that maintain their own municipal police departments.
- Supplements the Montgomery County Emergency Operations Plan (EOP).
- Provides for the coordination of law enforcement resources and operations by the MCPD through the Emergency Operations Center (EOC) upon activation of the EOP.

SITUATION

- The MCPD has the primary responsibility for providing police services in Montgomery County, except in the City of Takoma Park. MCPD, municipal police departments within the County and other local jurisdictions maintain mutual aid agreements and memoranda of understanding that provide for mutual law enforcement support on a day-to-day basis.
- During a major disaster or emergency, County law enforcement services are provided by the MCPD, municipal police departments, the Maryland-National Capital Park and Planning Commission (M-NCPPC) Police, the Metropolitan Transit Police, the Sheriff's Office and the Maryland State Police (MSP).

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- The MCPD will accomplish direction and control of all law enforcement activity within the County including interstate highways in coordination with the MSP except for some federal facilities and the City of Takoma Park.
- During emergencies, law enforcement agencies may expand their operations to provide the increased protection required by disaster conditions. Numerous federal and state law enforcement agencies, along with the Maryland National Guard, Department of Natural Resources (Police), the Sheriff's Office, and other agencies are available to provide assistance to the MCPD in this effort.
- Emergency law enforcement will be an expansion of normal functions and responsibilities. These responsibilities include maintenance of law and order, traffic control, access control, crowd control, security of critical facilities and evacuation assistance.
- For incidents that are the result of an act of terrorism (or suspected), the Federal Bureau of Investigation (FBI) will be the lead agency for the criminal investigation. The Terrorist Incident Annex to the EOP provides additional information on the concept of operations for responding to terrorist related incidents.
- For an incident that results in mass fatalities, the Mass Fatality Annex to the EOP will be activated for management of the fatalities.

ASSUMPTIONS

- The Planning Assumptions stated in the Montgomery County EOP also apply to this Annex.
- Additional law enforcement resources and services may often be available through mutual aid agreements.
- If local capabilities are exceeded, support may be available from state and federal law enforcement agencies and the Maryland National Guard.
- All emergency response and recovery operations conducted under this Annex will be in accordance with the National Incident Management Systems (NIMS) and Title II of the Americans with Disabilities Act (ADA).

CONCEPT OF OPERATIONS

- The MCPD monitors incidents on a continuous basis and routinely responds to emergency incidents. Most incidents are managed by the on-scene incident commander (IC).
- In incidents with multi-agency and/or multi-jurisdictional involvement, a unified command will be established.
- Upon activation of the EOC, the MCPD will provide representation to address countywide public safety requirements and issues. The MCPD, as the primary agency, will request representation from support and partner agencies as needed.
- The ESF #13 representative at the EOC will coordinate requests for state and/or federal law enforcement resources through the Disaster Manager.
- MCPD will coordinate incoming mutual aid resources in support of law enforcement and security operations and establish staging areas and logistical support bases for requested mutual aid resources supporting public safety and security activities.
- In the event National Guard resources are deployed to the County to augment law enforcement and security, the MCPD will coordinate and manage the use of those resources.
- Other County departments and agencies that require public safety and security assistance in conducting their emergency operations will request support through ESF #13 in the EOC. MCPD will ensure that all ESF #13 related costs and expenditures are documented in accordance with guidance provided by the Office of Emergency Management and Homeland Security (OEMHS) and internal County policies and procedures.
- ESF #13 operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

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- The ESF #13 representative at the EOC will ensure any open actions or issues are transferred to MCPD for coordination and completion or resolution upon the de-activation of the EOC.
- MCPD will conduct an after-action review of ESF #13 operations within 30 days of the closure of the EOC. Issues identified will be assigned to the appropriate ESF #13 agency for action or submitted to OEMHS for resolution through the County's Corrective Action Program (CAP).

ROLES AND RESPONSIBILITIES

All Agencies

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain internal and external notification rosters and contact lists for the purpose of activating emergency response teams.• Participate in all- hazards planning, training, and exercises.• Train department staff for emergency assignments.• Develop and maintain an agency-specific continuity of operations plan in accordance with County guidelines and standards.• Participate in all WebEOC trainings, drills, and exercises.
Response	<ul style="list-style-type: none">• Maintain position log in WebEOC and monitor throughout the incident.
Recovery	<ul style="list-style-type: none">• See individual agencies roles and responsibilities.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Primary Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain the ESF #13 Annex to the Emergency Operations Plan.• Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations.• Coordinate resolution of ESF#13 after-action issues.

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Phase	Roles and Responsibilities
	<ul style="list-style-type: none"> • Develop and maintain mutual aid agreements. • Develop and maintain inventory of agency resources.
Response	<ul style="list-style-type: none"> • Coordinate all emergency response law enforcement activities at the County level. • Provide traffic management and access control. • Enforce curfews as established by an emergency declaration or executive order. • Maintain law and order. • Coordinate the provision of security and traffic control at staging areas, reception centers, mass care shelters and other critical facilities. • Implement and manage evacuations as required by the situation. • Coordinate with higher levels of government for law enforcement support during emergency response activities. • Coordinate and manage mutual aid resources including the National Guard. • Maintain documentation for costs related to ESF #13 operations in accordance with County internal procedures.
Recovery	<ul style="list-style-type: none"> • Provide security at designated recovery sites. • Release mutual aid resources to home jurisdictions. • As appropriate provide traffic and access control for re-entry operations. • Conduct after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – County Attorney's Office

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#13 after-action issues.

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Response	<ul style="list-style-type: none"> • Provide legal opinions and interpretations. • Draft ordinances as appropriate.
Recovery	<ul style="list-style-type: none"> • Participate in after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Department of Corrections and Rehabilitation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF #13 after-action issues. • Develop and maintain inventory of agency resources.
Response	<ul style="list-style-type: none"> • Provide available staff, resources, and facilities to support ESF #13 operations. • Upon request, provide assistance in security of designated facilities.
Recovery	<ul style="list-style-type: none"> • Provide available staff, resources, and facilities to support ESF #13 operations. • Participate in the ESF #13 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF #13 after-action issues. • Develop and maintain inventory of agency resources.
Response	<ul style="list-style-type: none"> • Provide detection, render safe, containment, and investigation for hazardous devices. • Provide medical support for MCPD operations.
Recovery	<ul style="list-style-type: none"> • Provide criminal investigation for fire and hazardous device incidents. • Participate in after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

MC 311

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Assist in resolving ESF #13 after-action issues.

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	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures.
Response	<ul style="list-style-type: none"> • Provide appropriate information coming through the call center to public safety representatives. • Relay necessary public safety information to those contacting the call center.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #13 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Assist in resolving ESF #13 after-action issues. • Develop and maintain inventory of agency resources. • Develop and maintain supporting plans and procedures.
Response	<ul style="list-style-type: none"> • Provide assistance in traffic management and control. • Provide information on traffic conditions and issues through the Transportation Management Center. • Provide support to evacuations by providing assistance in traffic control operations and providing barricades, signs, and other devices to assist Police in establishing a secure perimeter and manage vehicular and pedestrian traffic access/egress. • Provide available accessible transportation to assist with evacuations.
Recovery	<ul style="list-style-type: none"> • Provide traffic control assistance as necessary for re-entry operations. • Participate in ESF #13 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization –Montgomery County Sheriff's Office

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#13 after-action issues. • Develop and maintain inventory of agency resources.
Response	<ul style="list-style-type: none"> • Upon request, provide assistance in security of designated facilities.

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	<ul style="list-style-type: none"> • Assist the MCPD with all law enforcement activities at the County level as requested. • Assist in maintaining law and order. • Provide security for critical facilities and resources, as requested. • Provide access control in restricted/evacuated areas, as requested. • Provide law enforcement communications capabilities. • Transport prisoners to and from District and Circuit Courthouse as requested. • Provide personnel and prisoner transport vans to assist Police or any other law enforcement agency when requested. • Upon request, provide assistance to evacuations (control points, traffic management).
Recovery	<ul style="list-style-type: none"> • Upon request, provide assistance in security of designated recovery facilities. • Participate in after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization –Chevy Chase Village

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#13 after-action issues. • Develop and maintain inventory of agency resources.
Response	<ul style="list-style-type: none"> • Provide representation to the County EOC when activated. • Provide available law enforcement as requested by the lead agency to support emergency operations in the County. • Maintain law and order within the Chevy Chase Village. • Provide mobile units for warning operations. • Provide security for critical facilities and resources within the Village and request support as needed through the lead agency. • Provide access control in restricted/evacuated areas with the Village.

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Phase	Roles and Responsibilities
	<ul style="list-style-type: none"> • Provide traffic and crowd control.
Recovery	<ul style="list-style-type: none"> • Participate in after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization – City of Gaithersburg Police

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#13 after-action issues. • Develop and maintain inventory of agency resources.
Response	<ul style="list-style-type: none"> • Provide representation to the County EOC when activated. • Provide available law enforcement as requested by the lead agency to support emergency operations in the County. • Maintain law and order within the City of Gaithersburg. • Provide mobile units for warning operations. • Provide security for critical facilities and resources within the City. • Provide access control in restricted/evacuated areas. • Provide traffic and crowd control.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #13 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization – City of Rockville Police

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#13 after-action issues. • Develop and maintain inventory of agency resources.
Response	<ul style="list-style-type: none"> • Provide representation to the County EOC when activated. • Maintain law and order within the City of Rockville. • Provide security for critical facilities and resources within the City and request assistance as needed. • Provide access control in restricted/evacuated areas

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	<p>within the city.</p> <ul style="list-style-type: none"> • Provide traffic and crowd control within Rockville. • Provide available law enforcement as requested by the lead agency to support emergency operations in the County.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #13 after-action review. • Provide for traffic management and access control for re-entry operations.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization – City of Takoma Park Police

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#13 after-action issues. • Develop and maintain inventory of agency resources.
Response	<ul style="list-style-type: none"> • Provide representation to the County EOC when activated. • Provide available law enforcement as requested by the lead agency to support emergency operations in the County. • Maintain law and order within the City of Takoma Park. • Provide mobile units for warning operations. • Provide security for critical facilities and resources within the city. • Provide access control in restricted/evacuated areas. • Provide traffic and crowd control.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #13 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization – Maryland-National Capital Park and Planning Commission Police

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#13 after-action issues.
Response	<ul style="list-style-type: none"> • Provide representation to the County EOC when

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	<p>activated.</p> <ul style="list-style-type: none"> • Provide available law enforcement as requested by the primary agency to support emergency operations in the County
Recovery	<ul style="list-style-type: none"> • Participate in ESF #13 after-action review. • Provide for traffic management and access control for re-entry operations.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Maryland State Police

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#13 after-action issues. • Develop and maintain inventory of agency resources.
Response	<ul style="list-style-type: none"> • Provide available law enforcement as requested by the primary agency to support emergency operations in the County
Recovery	<ul style="list-style-type: none"> • Participate in ESF #13 after-action review. • Provide for traffic management and access control for re-entry operations.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Maryland Transportation Authority

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Assist in resolving ESF #13 after-action issues. • Develop and maintain inventory of agency resources. • Develop and maintain supporting plans and procedures.
Response	<ul style="list-style-type: none"> • Provide assistance in traffic management and control. • Provide information on traffic conditions and issues through the Transportation Management Center. • Provide support to evacuations by providing assistance in traffic control operations and providing barricades, signs, and other devices to assist Police in establishing a secure perimeter and manage vehicular and pedestrian traffic access/egress.
Recovery	<ul style="list-style-type: none"> • Provide traffic control assistance as necessary for re-

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	entry operations. <ul style="list-style-type: none"> • Participate in ESF #13 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization – Metropolitan Transit Police

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#13 after-action issues. • Develop and maintain inventory of agency resources.
Response	<ul style="list-style-type: none"> • Provide available law enforcement as requested by the primary agency to support emergency operations in the County
Recovery	<ul style="list-style-type: none"> • Participate in ESF #13 after-action review. • Provide for traffic management and access control for re-entry operations.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

ACRONYMS

ADA	Americans with Disabilities Act
CAP	Corrective Action Program
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FRS	Fire and Rescue Services
IC	Incident Command(er)
MCPD	Montgomery County Police Department
M-NCPPC	Maryland-National Capital Park and Planning Commission
MSP	Maryland State Police
NIMS	National Incident Management System
OEMHS	Office of Emergency Management and Homeland Security

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ESF #14 Community Recovery Annex

PRIMARY AGENCY: *Office of Emergency Management and
Homeland Security*

Primary Agency	Office of Emergency Management and Homeland Security
Support Agencies	County Attorney's Office
	Community Use of Public Facilities
	Office of Consumer Affairs
	Department of Correction and Rehabilitation
	Department of Economic Development
	Department of Environmental Protection
	Department of Finance
	Fire and Rescue Services
	Department of General Services
	Department of Health and Human Services
	Department of Housing and Community Affairs
	Housing Opportunities Commission
	Intergovernmental Relations
	Department of Permitting Services
	Montgomery County Police Department
	Regional Service Centers
	Department of Technology Services
	Department of Transportation
	Community Engagement Cluster (Including the Volunteer Center, Office of Community Partnerships, and Regional Services Centers)
Cooperating Organizations	Montgomery County Municipalities
	Maryland National Capital Park and Planning Commission
	Non-profit Organizations
	Montgomery County Sheriff's Office
	Utilities

INTRODUCTION

ESF Mission

The primary, support, and cooperating agencies of Emergency Support Functions (ESF) #14 Community Recovery are tasked with conducting preliminary assessments of the incident and its impacts, initiating early stage recovery operations and within the first 24 hours of ESF activation, making a recommendation to the Disaster Manager on the necessity to activate the Montgomery County Recovery Organization as described within the Montgomery County Pre-Disaster Recovery Plan. In the event that activation of the Montgomery County Pre-Disaster Recovery Organization is not deemed necessary by the County Executive's Office, ESF #14 will be responsible for coordinating community recovery operations within the county as described within this annex.

Purpose

The purpose of this annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations ("agencies") in community recovery operations following a disaster or emergency. It provides a framework for the recovery of government, businesses, and residents impacted by the consequences of a County emergency or disaster.

Scope

- This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of community recovery. This annex supplements the County EOP.
- The scope of ESF #14 may vary depending on the magnitude and type of incident. This ESF will be activated for large-scale or catastrophic incidents that may require state and federal assistance to address significant community impacts in areas such as housing, business and employment, infrastructure and social services.
- Consistent with the Montgomery County Pre-Disaster Recovery Plan (PDRP), the goal of ESF #14 and/or the Montgomery County Recovery Organization is to restore facilities, institutions and community vibrancy to pre-disaster or better conditions. Recovery includes activities designed to return life to normal or an improved state such as business resumption, employment, and rebuilding efforts. Recovery includes hazard mitigation activities, restoration

or reconstruction of public facilities, and recovery of disaster response costs.

The major objectives of recovery include:

- Delivery of social and health services;
 - Effective mitigation strategies for land use planning;
 - Restoration of the economy to pre-disasters levels;
 - Recovery of disaster response costs;
 - Consideration for cultural and historic rehabilitation;
 - Effective integration mitigation strategies into recovery planning and operations; and
 - Delivery of environmental remediation measures.
- ESF #14 is responsible for:
 - Coordinating with the Maryland Emergency Management Agency (MEMA) on implementation of state and federal recovery programs.
 - Establishing and operating recovery facilities as needed.
 - Providing logistical support and coordinating County agency representation at Disaster Recovery Centers (Federal Emergency Management Agency (FEMA)/MEMA managed facilities).
 - Providing assistance to displaced disaster victims in locating temporary housing.
 - Establishing an Unmet Needs Task Force to address the needs of disaster victims not addressed by programs available from local, state, or federal government assistance programs.
 - Preparing and processing requests for reimbursement for disaster related costs.
 - Managing grants in coordination with MEMA for the federal public assistance and hazard mitigation programs, if authorized for Montgomery County.
 - Providing administrative and logistical support to the preliminary damage assessment (PDA) process.
 - Completing and documenting damage assessments.
 - Facilitating the development and implementation of a long-term recovery plan, if warranted by the scope and complexity of the recovery process.
 - Making a recommendation for the stand-up of the Montgomery County Recovery Organization based upon the following factors:
 - i. The size, scope and scale of a disaster that impacts the County and the review of the damage

- assessment data suggests that the recovery and reconstruction from the event is likely to exceed local controlled assets;
- ii. The disaster is likely to require long-term multi-agency (or organizational) cooperation ; or,
 - iii. The community burden is likely to require significant government support and involvement, including relief of particular statutes, economic stimulus, or re-assignment of significant segments of the community to tasks related to recovery.

Pre-Disaster Recovery Plan

- In the event that the Montgomery County Recovery Organization is activated:
 - i. ESF #14 will remain responsible for all of the activities described herein until the Montgomery County Recovery Organization is mobilized and recovery operations have been formally transferred by the Disaster Manager.
 - ii. All Task Forces created under the auspices of ESF #14 will be reported and transferred to the appropriate Recovery Support Functions under the direction of the Recovery Manager.
 - iii. If the Emergency Operations Center (EOC) remains activated following implementation of the PDRP, ESF #14 may continue to serve as a liaison between the EOC and the Recovery Organization.
 1. ESF #14 may remain activated until the Disaster Manager and Recovery Manager agree to demobilize.

ASSUMPTIONS

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).

- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.
- The primary agency will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation.
- A significant disaster or emergency incident may affect the ability of businesses to function, disrupt employment, interrupt government services, affect architecturally accessible facilities, and impact tax revenues.
- Community and long-term recovery include any activities designed to return life to normal or an improved state following a disaster or emergency. This includes resumption of businesses, employment, rebuilding, environmental remediation, and mourning efforts.
- Mitigation activities are those actions that either prevent the occurrence of an emergency or reduce the community's vulnerability in ways that minimize the adverse impact of a disaster or other emergency.
- Specific recovery operations following any emergency or disaster will be determined by the specific event. Several federal and state agencies may be involved depending upon the incident and whether the event is declared a federal disaster.
- Recovery activities may begin concurrently with response operations and generally will begin in the EOC. There usually is no clear line of demarcation between the "response phase" and "recovery phase."
- Community and long-term recovery activities will continue well beyond the termination of the local emergency declaration and the demobilization of the EOC.
- The Office of Emergency Management and Homeland Security (OEMHS) will actively engage the support agencies in planning, training, and exercises to ensure an effective recovery operation upon activation of ESF #14 and/or the Montgomery County Disaster Recovery Organization.

CONCEPT OF OPERATIONS

- OEMHS, as the primary agency, will manage smaller scale recovery operations within Montgomery County that do not require the activation of the Montgomery County Recovery Organization. Close liaison is maintained by the Volunteer Center with voluntary agencies supporting individual and family recovery needs to share information and to coordinate efforts when appropriate.
- Agencies with significant recovery roles have been designated as support agencies for this annex. Other agencies may be added based upon the needs of the disaster event and the long-term recovery process to include support of community activities such as memorial services.
- Planning for recovery may begin concurrently with response operations. ESF #14 may be activated at the EOC to coordinate initial planning for recovery. ESF #14 reports to the Operations Support Group Leader at the EOC.
- The initial focus of ESF #14 will be on damage assessment to determine whether or not to recommend the activation of the Montgomery County Recovery Organization. ESF #14 will also be responsible for assessing the extent of the damage and whether or not the County will request state and/or federal assistance if such declarations are not already requested and/or issued.
- In the event of a federal declaration, OEMHS will serve as the primary point-of-contact with MEMA and FEMA in implementing federal disaster relief programs and assistance until the Recovery Organization has assumed responsibility. The Governor will designate a Governor's Authorized Representative (GAR) to serve as the state primary point-of-contact with FEMA regarding federal emergency assistance and relief.
- There are three major categories of disaster aid available under a Major Disaster Declaration:

Type of Assistance	Description
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<p>Individual Assistance: Aid to individuals and households.</p>	<p><i>Disaster Housing</i> provides up to 18 months temporary housing assistance for displaced persons whose residences were heavily damaged or destroyed. Funding also can be provided for housing repairs and replacement.</p> <p><i>Disaster Grants</i> may be available to help meet other serious disaster related needs and necessary expenses not covered by insurance and other aid programs. These may include replacement of personal property, transportation, medical, dental, and funeral expenses.</p> <p><i>Low-Interest Disaster Loans</i> may be available after a disaster for homeowners and renters from the U.S. Small Business Administration (SBA) to cover uninsured property losses. Loans may be for repair or replacement of homes, automobiles, clothing, or other damaged personal property. Loans are also available to businesses for property loss and economic injury.</p> <p><i>Other Disaster Aid Programs</i> include crisis counseling, disaster-related unemployment assistance, legal aid and assistance with income tax, Social Security, and Veteran's benefits.</p>
<p>Public Assistance</p>	<p>Aid to state or local governments to pay part of the costs of rebuilding a community's damaged infrastructure. Public Assistance may include debris removal, emergency protective measures and public services, repair of damaged public property, loans needed by communities for essential government functions, and grants for repair of damaged public and private nonprofit schools and educational facilities.</p>
<p>Hazard Mitigation</p>	<p>Funding for measures designed to reduce future losses to public and private property.</p>

- Recovery programs authorized under a federal disaster declaration are administered by MEMA as outlined in the Maryland EOP and supporting plans and procedures. Depending upon the program, the County may need to provide logistical and administrative support, and technical assistance, or

to serve as a sub-grantee for grants management (public assistance and hazard mitigation). Support to MEMA will be coordinated through ESF #14 and/or the Disaster Recovery Organization.

- In the event of a federal disaster or emergency declaration, federal and state officials will establish and co-locate at a Joint Field Office (JFO) that will serve as the hub for the coordination of disaster assistance and recovery programs throughout the state for all declared jurisdictions. OEMHS and/or the Disaster Recovery Organization will serve as the primary point of contact for the County with the JFO and may designate a County representative to the JFO to ensure effective coordination on recovery programs and assistance.
- Incident command will transition to OEMHS and/or the Recovery Organization as response and short-term recovery operations are completed. OEMHS and/or the Recovery Organization will designate the Incident Commander (IC) or Recovery Manager for recovery operations and establish command at an appropriate location depending upon the scope and magnitude of the incident. All departments and agencies with roles and responsibilities under the EOP will be notified and provided relevant contact information.
- Unmet needs are any disaster-related losses experienced by the victim that cannot be provided for by the programs available from the local jurisdiction, state, or federal agencies due to the victim's ineligibility for such services or the goods or services. During the recovery phase, a collaborative effort is established between the government and the private nonprofit community to address the issue of unmet needs. During the recovery phase, ESF #14 will establish an Unmet Needs Coordination Task Force to identify and resolve emergency and long-term disaster-related unmet needs that cannot be met through traditional programs or resources. If the Recovery Organization is activated, the work of the Unmet Needs Coordination Task Force will be transferred to the appropriate Recovery Service Functions (RSFs).
- FEMA and MEMA may establish one or more Disaster Recovery Centers (DRCs) in the County following a federal disaster declaration. A DRC is a facility within or near the disaster area at which disaster victims (individuals, families, or businesses) learn about forms of assistance available, meet with federal, state, and local representatives, and, in some cases, apply for disaster aid.

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- Recovery operations include restoration of County facilities and services. Montgomery County departments and agencies are responsible for restoring essential services as outlined in their individual Continuity of Operations Plan (COOP).
- The County may be eligible to apply for hazard mitigation assistance under the federal Hazard Mitigation Grant Program (HMGP). The HMGP provides grants to state and local governments to implement long-term hazard mitigation measures after a major disaster declaration. Hazard mitigation funding may also be available through the public assistance program under Section 406 of the Robert T. Stafford Act. Departments and agencies engaged in repair and restoration work will consider mitigation methods that will prevent or reduce damage in future incidents for potential funding as part this program.
- Mitigation efforts include activities, policies, or programs taken by County officials that will prevent, reduce, or alleviate the impact caused by disasters or emergencies on property, population, and the environment. The mitigation efforts include minimizing or eliminating the impact of hazards that exist within the County, such as:
 - Amending zoning and building codes and ordinances;
 - Providing public education and awareness; and
 - Retrofitting buildings to make them more hazard resistant.
- The Montgomery County master plans developed and maintained by the Maryland National Capital Park and Planning Commission (M-NCPPC) are important resources to inform the development of community recovery plans and hazard mitigation strategies.
- At the discretion of the CAO, the primary agency will activate a Community Recovery and Restoration Task Force to provide advice to the County Executive and oversee the development of a long-term recovery plan and strategies to implement it. The task force will:
 - Provide information to the public on available services and assistance programs in coordination with the Public Information Office (PIO);

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- Assist other organizations in identifying recovery and restoration actions; and
 - Develop, prioritize, and recommend County wide activities for disaster recovery and mitigation.
- Additional technical assistance for recovery may be available from the federal government. The ESF #14 – Long-Term Community Recovery Annex to the National Response Framework (NRF) provides additional information on potential federal assistance. OEMHS and/or the Recovery Organization will coordinate requests for federal long-term recovery support through MEMA.

ROLES AND RESPONSIBILITIES

<i>All Agencies</i>	
Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain internal and external notification rosters and contact lists.• Participate in all- hazards planning, training, and exercises.• Train department staff for emergency assignments.• Develop and maintain an agency-specific continuity of operations plan in accordance with County guidelines and standards (where applicable).• Participate in all WebEOC trainings, drills, and exercises.• Train all staff with response and recovery responsibilities in requirements of Chapter 7 under Title II of the ADA.• Train all staff with recovery responsibilities on the contents of the Pre-Disaster Recovery Plan.
Response	<ul style="list-style-type: none">• Update the WebEOC position log and monitor throughout the event.• Provide staffing for the Montgomery County Recovery Organization in the event ESF #14 recommends its activation.
Recovery	<ul style="list-style-type: none">• See individual department's roles and responsibilities.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Primary Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain the ESF #14 Annex to the Emergency Operations Plan. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Coordinate resolution of ESF#14 after-action issues.
Response	<ul style="list-style-type: none"> • Provide guidance to departments and agencies on tracking expenditures. • In coordination with the Department of Permitting Services, collect and consolidate damage assessment information. • Provide administrative support, as appropriate, for a federal/state PDA.
Recovery	<ul style="list-style-type: none"> • Coordinate with MEMA and FEMA on federal disaster relief programs. • Coordinate support to MEMA/FEMA, as required, in establishing and operating DRC(s). • Coordinate documentation of costs and requests for reimbursement. • Provide technical assistance to County departments and agencies on recovery programs administered by MEMA and FEMA. • Facilitate community recovery planning. • Identify appropriate federal programs and agencies to support implementation of community recovery. • Serve as sub-grantee for federal recovery program grants. • Conduct an ESF #14 after-action review. • Activate a Community Recovery and Restoration Task Force • Establish an Unmet Needs Coordination Task Force.
Mitigation	<ul style="list-style-type: none"> • Coordinate County department and agencies participation in post-disaster hazard mitigation activities.

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Phase	Roles and Responsibilities
	<ul style="list-style-type: none"> • Coordinate review and revision of County risk analysis and mitigation plans.

Support Agency – County Attorney's Office

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#14 after-action issues.
Response	<ul style="list-style-type: none"> • Advise County officials concerning legal responsibilities, powers, and liabilities regarding emergency operations.
Recovery	<ul style="list-style-type: none"> • Prepare documents to extend, modify, or end local declarations. • Advise County officials concerning legal responsibilities, powers, and liabilities regarding post-disaster and recovery assistance. • Assist with the preparation of applications, legal interpretations, or opinions, and County Council packages regarding recovery and/or reimbursement. • Assist in obtaining waivers and legal clearances needed to dispose of debris and materials resulting from an emergency or disaster. • Collect payment of fines for County code violations cited by the Department of Environmental Protections. • As requested participate in the community recovery planning process. • Participate in ESF #14 after-action review.
Mitigation	<ul style="list-style-type: none"> • See all agencies roles and responsibilities.

Support Agency – Community Use of Public Facilities

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#14 after-action issues. • Develop and maintain inventory of agency resources.

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Response	<ul style="list-style-type: none"> • Provide available staff, resources, and facilities to support response operations.
Recovery	<ul style="list-style-type: none"> • Provide available staff, resources, and facilities to support recovery operations. • As requested participate in the community recovery planning process. • Participate in ESF #14 after-action review. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with County guidelines and standards.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Office of Consumer Affairs

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#14 after-action issues.
Response	<ul style="list-style-type: none"> • Provide consumer affairs services during response operations.
Recovery	<ul style="list-style-type: none"> • Provide consumer affairs services during recovery operations. • Provide information to single-family and multi-family homeowners on appropriate licenses to be applied for in the event their property is destroyed or damaged and needs to be rebuilt or repaired. • As requested participate in the community recovery planning process. • Participate in ESF #14 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Department of Corrections and Rehabilitation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#14 after-action issues. • Develop and maintain inventory of agency resources.

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Response	<ul style="list-style-type: none"> • Provide support to ESFs #6, #7, #13, and #16.
Recovery	<ul style="list-style-type: none"> • Provide community service volunteers and supervised inmate volunteers to assist with loading and unloading, sorting, packaging and otherwise handling donated goods, as necessary. • As requested participate in the community recovery planning process. • Manage the repair and restoration of department facilities. • Participate in the ESF #14 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Department of Economic Development

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#14 after-action issues. • Develop and maintain inventory of agency resources.
Response	<ul style="list-style-type: none"> • Provide staff to assist when needed with management of warehouse and/or distribution facilities.
Recovery	<ul style="list-style-type: none"> • Provide counseling through the Business Resource Center to small businesses on the appropriate licenses to secure when repairing damaged or destroyed commercial property. • As requested participate in the community recovery planning process. • Participate in ESF #14 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Department of Environmental Protection

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#14 after-action issues. • Develop and maintain inventory of agency resources.

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Phase	Roles and Responsibilities
Response	<ul style="list-style-type: none"> • Serve as primary agency for ESF #3 (Public Works and Engineering). • Survey the damage to County owned high hazard dams and collect information on damage to all other high hazard dams within the County. • Collect information on damage to public water and waste disposal systems. • Assist the Department of Permitting Services in conducting damage assessment at County/government owned or operated public facilities.
Recovery	<ul style="list-style-type: none"> • Cite responsible parties for violations of County code following hazardous material incidents. • Determine suitable sites and provide guidelines for the disposal of hazardous materials, in cooperation with local, state, and federal agencies. • Maintain and implement a debris management plan and coordinate debris removal by government agencies and private contractor(s). • Prepare and process documentation for the reimbursement of debris management costs. • Help coordinate repair and restoration of public water and waste disposal systems. • Help coordinate repair and restoration of County owned high hazard dams and other high hazard dams within the County. Provide information to the public on debris and hazardous materials disposal. As requested participate in the community recovery planning process. • Participate in ESF #14 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Department of Finance

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#14 after-action issues. • Develop and maintain inventory of agency resources.

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Phase	Roles and Responsibilities
Response	<ul style="list-style-type: none"> • Provide appropriate Index Codes so that the County's Departments and Agencies will be able to track expenses directly related to the disaster or emergency. • Establish accounts for tracking the costs associated with implementation and operation of a donations management program. • For expenditures requiring centralized Department of Finance approval, maintain records of expenditures, charges, and costs incurred by the County in identifying and distributing emergency food and water supplies to support reimbursement claims. • Coordinate with OEMHS the role of any commercial insurance company who provides coverage for County/agency facilities and other owned property.
Recovery	<ul style="list-style-type: none"> • Provide assistance and or financial advice to OEMHS in the preparation and review of federal reimbursement forms, financial reports, and applications. • Ensure appropriate accounting reports are available to facilitate the compilation of countywide costs to support reimbursement claims or for management reporting. • Manage donations of cash or checks, except those marked for the Red Cross, in an account designated for disaster relief. • As requested participate in the community recovery planning process. • Participate in ESF #14 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#14 after-action issues. • Develop and maintain inventory of agency resources.
Response	<ul style="list-style-type: none"> • Serve as primary agency for ESF #4 (Firefighting), ESF #9 (Urban Search and Rescue) and ESF #10 (Oil and

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	Hazardous Materials).
Recovery	<ul style="list-style-type: none"> • Repair and restoration of department facilities, resources, and services. • As requested participate in the community recovery planning process. • Participate in ESF #14 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Department of General Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#14 after-action issues. • Develop and maintain contracts for emergency equipment, supplies, and contractors. • Develop and maintain inventory of agency resources.
Response	<ul style="list-style-type: none"> • Serve as primary agency for ESF 7 (Logistics Management and resource Support). • Provide emergency workspace for displaced workers.
Recovery	<ul style="list-style-type: none"> • Acquire, store and distribute resources in support of recovery operations. • Provide support to damage assessments by assessing and reporting on the damages to County vehicles and equipment. • Coordinate logistical support for establishing and operating recovery facilities, • Manage the repair and restoration of department facilities, resources, and services. • Assist with the receipt, transport, and storage of donated goods. • As requested participate in the community recovery planning process. • Participate in the ESF #14 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures

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Phase	Roles and Responsibilities
	<p>in coordination with ESF primary and support agencies and cooperating organizations.</p> <ul style="list-style-type: none"> • Assist in resolving ESF#14 after-action issues. • Develop and maintain inventory of agency resources.
Response	<ul style="list-style-type: none"> • Serve as the primary agency for ESF #6 (Mass Care, Emergency Assistance, Housing and Human Services) and ESF #8 (Public Health and Medical Services) and ESF #11 (Agriculture and Natural Resources).
Recovery	<ul style="list-style-type: none"> • Manage distribution of emergency food stamp allotments. • Provide limited disaster housing for disaster victims. Provide referrals to state and federal agencies. • Provide human services to assist individuals and families impacted by disasters. • Coordinates health and mental health services. • Manage unmet needs through the Unmet Needs Coordination Committee. • As requested participate in the community recovery planning process. • Provide staff support to the DRC(s). • Participate in ESF #14 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Department of Housing and Community Affairs

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#14 after-action issues.
Response	<ul style="list-style-type: none"> • Provide information, including resources for accessible and banner-free housing, on housing resources for use as emergency and/or community temporary housing. • Inspect residential dwellings to determine their suitability for habitation.
Recovery	<ul style="list-style-type: none"> • Provide information on housing resources, including accessible and banner-free housing, for use as emergency and/or long-term temporary housing. • Facilitate the placement of people with disabilities and

Phase	Roles and Responsibilities
	<p>accessible needs in emergency and/or long-term temporary housing with coordination from ESF 6, 8, 14, and 15 support agencies.</p> <ul style="list-style-type: none"> • Provide temporary housing for displaced public housing and rental program residents. • Provide, through the Rehabilitation and Weatherization Section of the Housing and Code Enforcement Division, counseling for low and moderate income families to rebuild or repair their homes, including ramps and other accessibility features. • As requested participate in the community recovery planning process. • Participate in the ESF #14 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Housing Opportunities Commission

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#14 after-action issues.
Response	<ul style="list-style-type: none"> • Provide available staff, resources, and facilities to support emergency operations.
Recovery	<ul style="list-style-type: none"> • Provide available staff, resources, and facilities to support recovery operations. • As requested participate in the community recovery planning process. • Participate in the ESF #14 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Intergovernmental Relations

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#14 after-action issues.
Response	<ul style="list-style-type: none"> • Provide available staff, resources, and facilities to support emergency operations.

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Phase	Roles and Responsibilities
Recovery	<ul style="list-style-type: none"> • Provide available staff, resources, and facilities to support recovery operations. • As requested participate in the community recovery planning process. • Participate in the ESF #14 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Department of Permitting Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#14 after-action issues. • Develop and maintain inventory of agency resources.
Response	<ul style="list-style-type: none"> • Coordinate the overall damage assessment operations in accordance with the Damage Assessment Annex to the EOP.
Recovery	<ul style="list-style-type: none"> • Expedite, as prudent, the building permit issuance process and the review and approval of site-related and construction plans submitted for the demolition, rebuilding, or restoration of residential and commercial buildings. • Continue to coordinate the damage assessment process. • As requested participate in the community recovery planning process. • Participate in the ESF #14 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#14 after-action issues.
Response	<ul style="list-style-type: none"> • Serve as primary agency for ESF #13 (Public Safety and Security). • Animal protection and sheltering.
Recovery	<ul style="list-style-type: none"> • Manage the repair and restoration of department

Phase	Roles and Responsibilities
	<p>facilities, resources, and services.</p> <ul style="list-style-type: none"> • Provide security for recovery facilities such as DRCs. • As requested participate in the community recovery planning process. • Participate in the ESF #14 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Department of Technology Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#14 after-action issues. • Develop and maintain and update annually a list of County communication channel resources and agency assignments and provide the information to OEMHS.
Response	<ul style="list-style-type: none"> • Serve as primary agency for ESF #2 Communications.
Recovery	<ul style="list-style-type: none"> • Manage repair and restoration of County communications facilities. • Provide support in establishing recovery facilities (communications and information management). • Provide geographical information system (GIS) support as requested to recovery operations. • As requested participate in the community recovery planning process. • Participate in the ESF #14 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#14 after-action issues.
Response	<ul style="list-style-type: none"> • Serve as the primary agency for ESF #1 (Transportation). • Provide support to damage assessments by assessing and reporting on the damages to County maintained roads and bridges.

Phase	Roles and Responsibilities
	<ul style="list-style-type: none"> • Provide assistance in traffic management and control. • Provide information on traffic conditions and issues through the Transportation Management Center. • Provide support to evacuations by providing assistance in traffic control operations and providing barricades, signs, and other devices to assist MCPD in establishing a secure perimeter and manage vehicular and pedestrian traffic access/egress.
Recovery	<ul style="list-style-type: none"> • Manage the repair and restoration of County transportation systems and services. • Manage the repair and restoration to County maintained roads and bridges. • Provide transportation support to recovery operations. • As requested participate in the community recovery planning process. • Participate in the ESF #14 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Community Engagement Cluster

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#14 after-action issues.
Response	<ul style="list-style-type: none"> • Serve as a support agency for ESF #16 Volunteer and Donations Management.
Recovery	<ul style="list-style-type: none"> • Assist the County with communication to the non-profit community. In addition, provide the primary agency with situational updates on the status and needs of the non-profit community. • Provide space in the Regional Centers, as available, for use as a Disaster Recovery Center (DRC) or other community recovery needs. • As requested participate in the community recovery planning process. • Participate in the ESF #14 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization – Montgomery County Municipalities

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#14 after-action issues.
Response	<ul style="list-style-type: none"> • Provide available staff and resources, if required, to support response operations.
Recovery	<ul style="list-style-type: none"> • Provide guidance to community recovery operations to ensure compliance with appropriate land use ordinances and master plans. • As requested participate in the community recovery planning process. • Participate in the ESF #14 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating – Maryland National Capital Park and Planning Commission

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#14 after-action issues. • Maintain and expand existing databases of historic, natural, and cultural resources
Response	<ul style="list-style-type: none"> • Provide information and guidance to ESF #14 as appropriate.
Recovery	<ul style="list-style-type: none"> • Provide guidance to community recovery operations to ensure compliance with appropriate land use ordinances and master plans. • As requested participate in the community recovery planning process. • Participate in the ESF #14 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization – Non-profit Organizations

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures

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	<p>in coordination with ESF primary and support agencies and cooperating organizations.</p> <ul style="list-style-type: none"> • Assist in resolving ESF#14 after-action issues.
Response	<ul style="list-style-type: none"> • Provide available staff, resources, and facilities if required, to support response operations.
Recovery	<ul style="list-style-type: none"> • As requested participate in the community recovery planning process. • Participate in the ESF #14 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization – Montgomery County Sheriff's Office

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#14 after-action issues.
Response	<ul style="list-style-type: none"> • Provide support for public safety and security under ESF #13. • Provide liaison support to court systems.
Recovery	<ul style="list-style-type: none"> • Manage the repair and restoration of department facilities. • As requested participate in the community recovery planning process. • Participate in the ESF #14 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization – Utilities

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#14 after-action issues.
Response	<ul style="list-style-type: none"> • Provide support for ESF #3 Public Works and Engineering. • Provide available staff and resources, if required, to support response operations.

Phase	Roles and Responsibilities
Recovery	<ul style="list-style-type: none"> • Manage the restoration of services related to infrastructure. • As requested participate in the community recovery planning process. • Participate in the ESF #14 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

REFERENCES

- Maryland Emergency Operations Plan (2007).
- Montgomery County EOP.
- ESF #14 – Long-Term Community Recovery Annex to the National Response Framework (January 2008).
- Chapter 7 under Title II of the Americans with Disabilities Act.

ACRONYMS

ADA	Title II of the Americans with Disabilities Act
CAO	Chief Administrative Officer
COOP	Continuity of Operations Plan
DRC	Disaster Recovery Center
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GAR	Governor's Authorized Representative
GIS	Geographical Information System
HMGP	Hazard Mitigation Grant Program
IC	Incident Command(er)
JFO	Joint Field Office
MEMA	Maryland Emergency Management Agency
M-NCPPC	Maryland National Capital Park and Planning Commission
NIMS	National Incident Management System
NRF	National Response Framework
OEMHS	Office of Homeland Security and Emergency Management
PDA	Preliminary Damage Assessment

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PDRP	Pre-Disaster Recovery Plan
PIO	Public Information Office
RSF	Recovery Service Function
SBA	Small Business Administration

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ESF #15 External Affairs Annex

PRIMARY AGENCY: *Public Information Office*

Primary Agency	Public Information Office Montgomery County Police Department <i>(in law enforcement directed emergencies)</i>
Support Agencies	County Attorney's Office
	Fire and Rescue Services
	Department of Health and Human Services
	Office of Emergency Management and Homeland Security
	Department of Transportation
	Volunteer Center

INTRODUCTION

ESF Mission

The primary, support, and cooperating agencies of Emergency Support Function (ESF) #15 External Affairs are tasked with coordinating the County's public messaging before, during, and following a disaster. Their mission is to provide a common message with "one voice" to County residents, businesses, and the surrounding area in all phases of emergency management.

Purpose

The purpose of this annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations ("agencies") in public information preceding or following a disaster or emergency and to provide a concept of operations for conducting these services and support during operations.

Scope

- This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of public information services in ESF #15. This annex supplements the County EOP.
- The activities outlined in this annex will be accomplished through the ESF #15 as part of the staff that reports directly to the Emergency Operations Center (EOC) manager.

ASSUMPTIONS

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.
- The primary agency will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation. The Montgomery County Police Department (MCPD) and DFRS will be the lead in training for public safety responses.
- The tasks outlined in this annex encompass the full range of external affairs functions including public information, community relations, and governmental affairs.
- Public information includes providing incident-related information through the media and other sources to individuals, families, businesses, and industries affected by the incident.

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- Community relations activities include identifying and communicating with community leaders (e.g., grassroots, political, religious, business, labor, and ethnic) and neighborhood advocacy groups to ensure a rapid dissemination of information, identify unmet needs, and establish an ongoing dialogue and information exchange.
- Incident-related information will be made available in accessible formats in order to ensure effective communication with people with disabilities. This includes captioning on incident related cable programming and posting incident related information in an accessible format on the county website or social media sites.
- Government affairs includes establishing contact with the members of the Montgomery County Council and legislative offices representing the affected areas to provide information on the incident and the status of response and recovery activities. It also includes coordinating responses to inquiries from the Executive and legislative officials.
- Public education on disaster preparedness is a critical component of this annex and will be conducted on a “year-round” basis in conjunction with the Office of Emergency Management and Homeland Security (OEMHS), the MCPD, the Fire and Rescue Services (FRS), and the Department of Health and Human Services (DHHS). Public education on disaster preparedness will be provided in an accessible manner in order to ensure effective communication with people with disabilities.
- The agencies identified in this annex will utilize all available communication tools during an emergency. This may include but is not limited to public information press releases, local cable television channels, the Montgomery County Web site, news conferences, local radio and television, media releases, highway advisory radio, community meetings, libraries, MC311 and if necessary door-to-door contacts.

CONCEPT OF OPERATIONS

- Other than an emergency under the direction of law enforcement, when three or more County agencies are involved in emergency operations, the Public Information Office, as the primary agency of ESF #15, will serve as the primary point-of-contact for release of information to the media and public. This policy does not prevent supervisors from other county departments from providing basic information to the media and the public nor does it preclude Public Safety Public Information Officers (PIOs) from responding to media inquiries at the scene. In the event that an incident commander/County official releases time sensitive or safety related information, he or she will ensure that the same information is conveyed to the Public Information Office.
- In cases other than in a law enforcement-directed emergency, the Public Information Office serves as the primary agency for public information and is responsible for coordination of public information operations. The Public Information Office will collect, organize, analyze, summarize, and disseminate information provided by various sources including support agencies.
- For “small-scale” emergency response operations, normally involving only one or two agencies such as Department of Fire and Rescue Services and the Montgomery County Police Department, the on-scene Incident Commander determines the need for notifications and all public information is coordinated through that agency’s public information officer. This Public Information Officer will ensure that the Public Information Office is provided copies of relevant documents and kept apprised of field activities.
- The Public Information Office (or the MCPD in law enforcement-directed emergencies) will coordinate and share information with other County departments and agencies through established protocols and procedures.
- Depending upon the situation, the Public Information Office may establish a Joint Information Center (JIC) that will include representatives from the OEMHS, MCPD, FRS, Office of the Sheriff, and other departments and agency representatives as determined by the Public Information Office. Depending upon the nature of the incident, technical experts may be needed from a variety of agencies. All departments and agencies will provide public

information officers and/or technical experts to the JIC as requested by the Public Information Office or the MCPD (for law enforcement-directed emergencies).

- A Joint Operation System (the equipment and procedures required to operate a JIC) should be in place to activate a JIC on short notice.
- In some circumstances, a “virtual JIC” will be implemented in lieu of a separate facility to coordinate and share information among the departments and agencies and partner organizations.
- In a scenario that has implications across the jurisdictions of the National Capital Region (NCR) a virtual Regional JIC may be activated to ensure that consistent information is provided throughout the NCR. The Public Information Office and the MCPD in a law enforcement-directed emergency will actively support the virtual JIC by ensuring that relevant information and documents are posted and participating in collaboration on common messages.
- In a public health emergency or mass casualty incident, close coordination of communication between the community hospitals, DHHS, and Fire and Rescue Services is critical. If a JIC is established, the PIO will lead the JIC and coordinate with hospital public affairs officials, who may establish their own JIC.
- The JIC will operate as the coordination center for all public information activities related to the incident.
- The JIC will coordinate with State of Maryland agency JICs to ensure collaboration on common messages where appropriate.
- The JIC will continue operations until the EOC is de-activated or as otherwise directed.

ROLES AND RESPONSIBILITIES

All Agencies

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain internal and external notification rosters and contact lists. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of operations plan in accordance with County guidelines and standards. • Participate in all WebEOC trainings, exercises, and drills.
Response	<ul style="list-style-type: none"> • Provide representative(s) to the EOC as necessary. • Provide staff for the JIC if established. • Maintain records of all public information releases. • Coordinate and share information with other County departments and agencies. • Update the WebEOC position log and monitor throughout the event.
Recovery	<ul style="list-style-type: none"> • Provide representative(s) to the EOC as necessary. • Provide staff for the JIC if it is operational. • Maintain records of all public information releases. • Coordinate and share information with other County departments and agencies.
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Primary Agency – Public Information Office (or Montgomery County Police Department in law enforcement directed emergencies)

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain a list of media contacts. • Develop and maintain a list of hospital PIOs. • Participate in all- hazards planning, training, and exercises. • Train department staff for emergency assignments. • Develop and maintain an agency-specific continuity of

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Phase	Roles and Responsibilities
	operations plan in accordance with County guidelines and standards.
Response	<ul style="list-style-type: none"> • Coordinate public information requests. • Establish a JIC, to organize, integrate, coordinate information, and provide effective communication of public information and warnings to the general population, including people with disabilities. • Provide sign-language interpretation during press conferences or public presentations using the County's 24/7 Sign Language Interpretation contract.
Recovery	<ul style="list-style-type: none"> • Coordinate public information requests.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Montgomery County Police Department

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#15 after-action issues.
Response	<ul style="list-style-type: none"> • Coordinate public information requests and share with Public Information Office.
Recovery	<ul style="list-style-type: none"> • Provide representative(s) to the EOC to serve as the lead for ESF 15 as necessary. • Coordinate public information requests. • Participate in ESF #15 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – County Attorney's Office

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#15 after-action issues.
Response	<ul style="list-style-type: none"> • Coordinate public information requests and share with Public Information Office.
Recovery	<ul style="list-style-type: none"> • Coordinate public information requests and share with

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	Public Information Office.
	<ul style="list-style-type: none"> • Participate in ESF #15 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency –Fire and Rescue Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#15 after-action issues.
Response	<ul style="list-style-type: none"> • Coordinate public information requests and share with Public Information Office.
Recovery	<ul style="list-style-type: none"> • Coordinate public information requests and share with Public Information Office. • Participate in ESF #15 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#15 after-action issues. • Assist PIO in developing and maintaining a hospital PIO list.
Response	<ul style="list-style-type: none"> • Coordinate public information requests and share with Public Information Office.
Recovery	<ul style="list-style-type: none"> • Coordinate public information requests and share with Public Information Office. • Participate in ESF #15 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – Office of Emergency Management and Homeland Security

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#15 after-action issues.
Response	<ul style="list-style-type: none"> • Coordinate public information requests and share with

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Phase	Roles and Responsibilities
	Public Information Office.
Recovery	<ul style="list-style-type: none">• Coordinate public information requests and share with Public Information Office.• Participate in ESF #15 after-action review.
Mitigation	<ul style="list-style-type: none">• See All Agencies roles and responsibilities.

Support Agency – Department of Transportation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations.• Assist in resolving ESF#15 after-action issues.
Response	<ul style="list-style-type: none">• Coordinate public information requests and share with Public Information Office.
Recovery	<ul style="list-style-type: none">• Coordinate public information requests and share with Public Information Office.• Participate in ESF #15 after-action review.
Mitigation	<ul style="list-style-type: none">• See All Agencies roles and responsibilities.

REFERENCES

- Montgomery County Emergency Operations Base Plan, 2009
- Public Information Office Standard Operating Procedures
- Police Department Public Information Standard Operating Procedures
- Fire and Rescue Service Public Information Standard Operating Procedures
- Title II of the Americans with Disabilities Act, Section 508 of the Vocational Rehabilitation Act

ACRONYMS

ADA	Title II of the Americans with Disabilities Act
DHHS	Department of Health and Human Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FRS	Fire and Response Service

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JIC	Joint Information Center
MCPD	Montgomery County Police Department
NCR	National Capital Region
NIMS	National Incident Management System
OEMHS	Office of Emergency Management and Homeland Security
PIO	Public Information Office(er)

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ESF #16 Volunteer and Donations Management Annex

PRIMARY AGENCY: *Office of Emergency Management and
Homeland Security*

Primary Agency	Office of Emergency Management and Homeland Security
Support Agencies	Community Use of Public Facilities
	Department of Health and Human Services
	Department of Recreation
	Department of Liquor Control
	Community Engagement Cluster (including Office of Community Partnerships, Volunteer Center, and Regional Services Centers)
	Public Libraries
	Regional Service Centers
	MC311
Cooperating Organizations	American Red Cross
	Montgomery College

INTRODUCTION

ESF Mission

The primary, support, and cooperating agencies of Emergency Support Function (ESF) #16 Volunteer and Donations Management is to coordinate volunteers and manage donations received by the County following a disaster. Their mission is to support volunteer operations such as shelters, distribution sites, and family assistance centers as well as any donations received by the County.

Purpose

The purpose of this annex is to outline the specific roles and responsibilities of primary and support agencies and cooperating organizations (“agencies”) in volunteer and donations management operations following a disaster or emergency and to provide a concept of operations for conducting volunteer and donations management services and support during operations.

Scope

This annex is applicable to all agencies that have assigned roles and responsibilities in the Emergency Operations Plan (EOP) in support of volunteer and donations management services under ESF #16. This annex supplements the County EOP.

ASSUMPTIONS

- The planning assumptions stated in the Montgomery County EOP also apply to this annex.
- All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and [Title II of the Americans with Disabilities Act \(ADA\)](#).
- Agencies will provide the services listed in the Roles and Responsibilities section of this annex.
- As County resources become depleted, neighboring counties, the state, or federal authorities may be asked to provide additional resources.
- The primary agency will actively engage the support agencies in planning, training, and exercises to ensure an effective operation upon activation.
- The primary purpose of this annex is to coordinate the provision of donated resources to meet the needs of the affected population and to effectively manage and control unsolicited donations and unaffiliated volunteers.
- Spontaneous volunteers and donations may support the response and recovery efforts if managed effectively.
- Through coordination and information sharing, the agencies identified in this annex will strive to match donated resources with unmet needs. The agencies

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identified in this annex will serve as the clearinghouse for the delivery of donated goods to the affected areas.

- To the greatest extent possible, the County will not accept donated goods or services unless those donated goods or services can be directed to the end user. Those wishing to donate will be encouraged to donate cash or credit to charitable organizations supporting the relief effort.
- ESF #16 will coordinate with existing volunteer and disaster relief agencies serving the County to ensure efficient resource utilization and to avoid duplication of services.
- As part of the overall donations and volunteer management strategy, ESF #16 will ensure that the public is informed as to the emergency needs related to volunteers and donations and that public information announcements provide instructions for donation of money, goods, or services.
- ESF #16 will establish, as necessary, storage, staging areas, and distribution points for controlling and distributing donated commodities.
- Public education on donations and volunteering for community service are critical components of this annex and will be conducted on a year-round basis.

POLICY

- The Office of Emergency Management and Homeland Security (OEMHS) as the primary agency is responsible for coordination of the overall response operations relating to volunteer and donations management. OEMHS will work with ESF 16 agencies to collect, organize, analyze, summarize, and disseminate communication information provided by various sources.
- ESF #16 will be located within the Community Services group in the Emergency Operations Center (EOC) and will report to the Community Services Group Leader.
- For purposes of this annex, volunteer and donations management ensures the most efficient and effective use of unaffiliated volunteers, unaffiliated

organizations, and unsolicited donated goods and services in disaster situations.

CONCEPT OF OPERATIONS

- ESF #16 monitors incidents and threats to the County through the Community Services Group at the EOC. As an incident or threat escalates, OEMHS will issue notifications and alerts in accordance with established protocols and checklists.
- The decision to activate this annex will be based upon:
 - The size and magnitude of the incident is such that the public will want to show their support by donating funds, goods, or through volunteering.
 - Nonprofit or other agencies have requested assistance with managing volunteers and/or donations.
 - Other requests for similar assistance have been received by the EOC.
- Upon activation of this annex, OEMHS will notify all support agencies and organizations. This ESF will serve as the entry point at the EOC for all offers of donated goods and services.
- ESF #16 will monitor the level of activity related to donations.
- As needed, MC311 will assist in donation management by referring residents wishing to donate or residents needing donations to the appropriate resources. ESF #16 will provide MC311 with a list of appropriate resources.
- ESF #16 will ensure the capability exists to direct donations and services to people with disabilities affected by the incident.
- ESF #16 will maintain close coordination with the Maryland Emergency Management Agency (MEMA) on donation issues to ensure a unity of effort in the management of spontaneous volunteers and unsolicited donations.
- As determined by OEMHS, and in consultation with support agencies, a volunteer mobilization center (VMC) may be established to serve as a

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marshalling point for spontaneous volunteers. At the VMC volunteers will be registered, provided expedient training, and deployed to the support relief efforts.

- ESF #16 will establish logistics facilities to direct and store unsolicited donations if necessary.
- ESF #16 will work with all departments, agencies, and other disaster relief organizations engaged in the disaster response and recovery to share information of available resources and to match offers with unmet needs.
- ESF #16 will discourage unsolicited donations for which there are no identified requirements. Any unsolicited donations not directed to an end user will be directed to a designated staging or storage facility may be redirected to another organization or may not be accepted.
- Operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed. This annex's activities may continue into the recovery phase of the operation.

ROLES AND RESPONSIBILITIES

<i>All Agencies</i>	
Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Develop and maintain internal and external notification rosters and contact lists.• Participate in all- hazards planning, training, and exercises.• Train department staff for emergency assignments.• Develop and maintain an agency-specific continuity of operations plan in accordance with County guidelines and standards.
Response	<ul style="list-style-type: none">• See individual agencies roles and responsibilities.
Recovery	<ul style="list-style-type: none">• See individual agencies roles and responsibilities.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify opportunities to mitigate the impact of future incidents.

Primary Agency – Office of Emergency Management and Homeland Security

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Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain the ESF #16 Annex to the Emergency Operations Plan. • Develop and maintain supporting plans and procedures in coordination with ESF support agencies and cooperating organizations. • Coordinate resolution of ESF#16 after-action issues. • Conduct public education and outreach activities which include information on how residents can pre-affiliate with existing volunteer organizations or serve as a resource in their communities. • Ensure that a system is in place for receiving, recording, and tracking donations and volunteers.
Response	<ul style="list-style-type: none"> • Ensure that necessary logistics facilities are established. • Ensure information sharing on available donations among other County, volunteer, and disaster relief organizations. • Serve as primary point of coordination with MEMA on donations management issues. • Develop and maintain information in coordination with ESF #15 External Affairs to be disseminated to the public concerning donations and volunteering.
Recovery	<ul style="list-style-type: none"> • Coordinate the planning for disposition of excess donated goods. • Disseminate information on available donations to other County, volunteer, and disaster relief organizations. • Conduct after-action review.
Mitigation	<ul style="list-style-type: none"> • See all agencies roles and responsibilities.

Support Agency – Community Use of Public Facilities

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#16 after-action issues.
Response	<ul style="list-style-type: none"> • Provide available staff, resources, and facilities to support emergency operations.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #16 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

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Support Agency – Department of Health and Human Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF#16 after-action issues.
Response	<ul style="list-style-type: none"> Provide available staff, resources, and facilities to support emergency operations.
Recovery	<ul style="list-style-type: none"> Participate in ESF #16 after-action review.
Mitigation	<ul style="list-style-type: none"> As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Department of Recreation

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF#16 after-action issues.
Response	<ul style="list-style-type: none"> Provide available staff, resources, and facilities to support emergency operations.
Recovery	<ul style="list-style-type: none"> Participate in ESF #16 after-action review.
Mitigation	<ul style="list-style-type: none"> See All Agencies roles and responsibilities.

Support Agency – Department of Liquor Control

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. Assist in resolving ESF#16 after-action issues.
Response	<ul style="list-style-type: none"> Provide available staff, resources, and facilities to support emergency operations.
Recovery	<ul style="list-style-type: none"> Participate in ESF #16 after-action review.
Mitigation	<ul style="list-style-type: none"> See All Agencies roles and responsibilities.

Support Agency – Community Engagement Cluster (including Office of Community Partnerships, Volunteer Center, and Regional Services Centers)

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> Develop and maintain supporting plans and procedures

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	<p>in coordination with ESF primary and support agencies and cooperating organizations.</p> <ul style="list-style-type: none"> • Assist in resolving ESF#16 after-action issues.
Response	<ul style="list-style-type: none"> • Coordinate with the non-profit community by gathering information on status and needs, and provide updates to the non-profit community in coordination with ESF #15. • Communicate needs to potential volunteers through existing volunteer databases or contact lists. • Provide available staff, resources, and facilities to support emergency operations.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #16 after-action review.
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Support Agency – Public Libraries Department

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#16 after-action issues.
Response	<ul style="list-style-type: none"> • Provide available staff, resources, and facilities to support emergency operations.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #16 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Support Agency – MC311

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#16 after-action issues.
Response	<ul style="list-style-type: none"> • Refer residents interested in volunteering or donating goods or residents needing donations to appropriate resource based on information provided by ESF #16. • Provide available staff, resources, and facilities to support emergency operations.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #16 after-action review.

Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.
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Cooperating Organization – American Red Cross

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#16 after-action issues.
Response	<ul style="list-style-type: none"> • Provide available staff, resources, and facilities to support emergency operations.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #16 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

Cooperating Organization – Montgomery College

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and maintain supporting plans and procedures in coordination with ESF primary and support agencies and cooperating organizations. • Assist in resolving ESF#16 after-action issues.
Response	<ul style="list-style-type: none"> • Provide available staff, resources, and facilities to support emergency operations.
Recovery	<ul style="list-style-type: none"> • Participate in ESF #16 after-action review.
Mitigation	<ul style="list-style-type: none"> • See All Agencies roles and responsibilities.

REFERENCES

- Volunteer Mobilization Center Procedure

ACRONYMS

ADA	Americans with Disability Act
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function

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MEMA	Maryland Emergency Management Agency
NIMS	National Incident Management System
OEMHS	Office of Emergency Management and Homeland Security
VMC	Volunteer Mobilization Center

